

BOARD OF SUPERVISORS

Brown County



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EXECUTIVE COMMITTEE

EXECUTIVE COMMITTEE

Monday, May 9, 2016

5:30 p.m.

Room 200, Northern Building
305 E. Walnut Street

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION
ON ANY ITEM ON THE AGENDA.

**** REVISED ****

- I. Call meeting to order.
- II. Approve/modify agenda.
- III. Election of Vice-Chair.
- IV. Set time and date for regular meetings.
- V. Approve/modify Minutes of April 11, 2016.

Comments from the Public

Vacant Budgeted Positions (Request to Fill)

1. District Attorney – Legal Assistant II - Vacated – 6/1/16.
2. Health Dept. – Clerk/Typist III - Vacated – 5/13/16.
3. Human Services – Account Clerk I/Budget Counselor - Vacated – 6/15/16.
4. Human Services (CTC) – AODA Counselor (x2) - Vacated – 4/12/16.
5. Human Services – Economic Support Specialist - Vacated – 4/18/16.
6. Human Services – Lead Economic Support Specialist - Vacated – 4/14/16.
7. Human Services – SW/CM (Child Protection) (x3) - Vacated – 3/28/16 (all three).
8. Human Services (CTC) – Switchboard Operator/Receptionist (Part-time) (x2) - Vacated – 5/3/16; 5/23/16.
9. Public Works (Facilities) – Housekeeper (x2) - Vacated – 4/15/16.
10. Public Works (Highway) – Highway Crew - Vacated – 4/25/16.
11. Public Works (Highway) – Sign Crew (x2) - Vacated – 3/24/16; 4/15/16.
12. Register of Deeds – Records Specialist - Vacated – 05/04/16.

Legal Bills

13. Review and Possible Action on Legal Bills to be paid.

Communications

14. Communication from Supervisor Van Dyck re: Request that all regular monthly committee meetings be scheduled to start no earlier than 5:00 p.m. *Referred from April County Board.*
15. Communication from Supervisor Erickson re: That staff look at including the purchase of a drone in the 2017 budget to be collectively used by Planning, Public Works, Airport, Zoning, Parks, NEW Zoo

and any other county departments that may have a need for these types of video or pictures.
Referred from April County Board.

16. Communication from Supervisor Lund re: I would like to propose a change in ordinance 4.27. The change would be that HR director would have the authority to fill vacancies which exist in the budget and the Executive committee would get a report of all the vacancies which are posted.
4.27 AUTHORIZATION TO HIRE. Department Heads wishing to fill vacancies in existing budgeted positions shall submit a requisition to the Human Resources Department prior to initiating recruitment. The Human Resources Manager shall review and verify the information, provide appropriate comments and recommendations, and forward the requests to the County Executive for final authorization. 4.28 JOB POSTING. Existing position vacancies will be posted internally and/or

Resolutions, Ordinances

17. Resolution re: Reorganization of the Medical Examiner Table of Organization.
18. Initial Resolution Authorizing the Issuance of Not to Exceed \$7,135,000 General Obligation Corporate Purpose Bonds of Brown County, Wisconsin in one or more series at one or more times.
18a. 2015 Balanced Budget Resolution.
18b. Resolution Authorizing Conveyance of Certain Excess County Highway Property on CTH G/George Street from Broadway Street to Wisconsin Street in the City of De Pere.

Reports

19. Brown County Financial Statement Results – Levy Funded Departments as of March 31, 2016.
20. Brown County Turnover Report for March 2016.
21. Human Resources Report.
a) Discussion and possible action regarding adjusting the 2016 .5%, 1%, 2% and 3% wage adjustment.
22. County Executive Report.
23. Internal Auditor Report.
a) Audit Report: Monetary Receipts, Disbursements and Deposits Review – Brown County Treasurer (Previously Distributed). *Held for one month.*
b) Board of Supervisors Budget Status Financial Report – March 2016 (Unaudited).
c) Board of Supervisors Budget Status Financial Report (Veterans' Recognition Subcommittee) – March 2016 (Unaudited).
d) Monthly Status Update: April 1 – April 30, 2016.

Treasurer

24. ACTION - Review and approval or rejection of bids for tax deed properties:
(Bid results of 5-6-16 to be handed out at meeting)

Parcel #	Municipality	Address	Min. Starting Bid
M-702-8	Town of Morrison	3835 Queens Road	\$ 15,000
7-467	City of Green Bay	1021 Eastman Ave.	\$ 11,000

25. Discussion with action re: Left over Parcels from 2015 as follows:
7-740 19-423 7-328 7-411 7-738 ND-278-1 21-1293-2
26. Discussion with action re: Process to sell the 20 Brown County owned Parcels obtained by Foreclosure 4-14-2016 as follows: (Address List Attached) (Details Provided at meeting)
HB-347-A
M-147
R-8-1
SU-2496
1-20-1
14-997

Executive Committee - May 9, 2016

18-31
18-49
18-50
18-51
18-52
19-141-A
19-273
20-64
20-162
3-12
3-1175-R
5-330
6-469
8-279

27. Optional closed session agenda item to discuss any issues involving bargaining the potential sale of the above listed parcels (as provided by WI Statute 19.85)

19.85(1)(e) (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

Other

28. Such other matters as authorized by law.
29. Adjourn.

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda. The Committee at their discretion may suspend the rules to allow comments from the public during the meeting. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

PROCEEDINGS OF THE BROWN COUNTY
EXECUTIVE COMMITTEE

Pursuant to Section 18.94 Wis. Stats., a regular meeting of the **Brown County Executive Committee** was held on Monday, April 11, 2016 in Room 200 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

Present: Chair Lund, Vice-Chair Moynihan, Supervisor Evans, Supervisor Erickson, Supervisor Van Dyck, Supervisor Buckley
Excused: Supervisor Fewell
Also Present: Executive Streckenbach, Chad Weininger, Brittany Zaehringer, Kristen Hooker, Dan Process, Lucas Schubert, Sandy Juno, Cathy Williquette, Maria Lasecki, Rob Gollman, August Neverman, other interested party and news media

I. Call meeting to order:

The meeting was called to order by Chair Lund at 5:30 p.m.

II. Approve/modify agenda:

Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to approve with the modifications to add Item 11a and strike Item 13a. Vote taken. **MOTION CARRIED UNANIMOUSLY**

III. Approve/modify minutes of March 7, 2016:

Motion made by Supervisor Evans, seconded by Supervisor Moynihan to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Comments from the Public. None.

1. Review Minutes of:

- a. LEAN Steering Committee (February 4, 2016):

Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to receive and place on file. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Vacant Budgeted Positions (Request to Fill)

2. Administration – Admin/Communications Coordinator - Vacated – 4/18/16.
3. Child Support – Child Support Specialist – Enforcement - Vacated – 3/25/16.
4. Health – Public Health Nurse (.32 FTE) - Vacated – 12-21-15.
5. Human Services – Economic Support Specialist (x3) - Vacated – 4/1/16; 4/15/16.
6. NEW Zoo – Guest Services Coordinator - Vacated – 3/9/16.
7. Public Works (Facilities) – Housekeeper - Vacated – 3/11/16.
8. Register of Deeds – Real Estate Specialist - Vacated – 5/2/16.
9. Register of Deeds – Chief Deputy Register of Deeds - Vacated – 5/3/16.
10. Technology Services – Enterprise System Analyst II - Vacated – 4/1/16.

Motion made by Supervisor Moynihan, seconded by Supervisor Evans to suspend the rules to take Items 2-10 together. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Motion made by Supervisor Moynihan, seconded by Supervisor Evans to approve Items 2-10. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Legal Bills

11. Review and Possible Action on Legal Bills to be paid.

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Motion made by Supervisor Evans, seconded by Supervisor Erickson to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Supervisor Buckley arrived at 5:36 p.m.

Treasurer

11a. ACTION – Review and approval or rejection of bids for tax deed properties (Bid results of 4-8-16) to be handed out at meeting)

Treasurer Paul Zeller provided the Committee with bid results, a copy of which are attached. He informed that these parcels are vacant parcels and carryovers from 2015. The 2015 property tax bills had not been created until after the Treasurer took the parcels. The Treasurer had the authority to void the 2011 – 2015 property tax bills, but not a bill yet to be created. The delinquent taxes were placed in the auction listing as a payment to be made in addition to the purchase price. Zeller asked the Committee to include in their motions for approval the addition of the 2015 tax payment to be paid directly to the Brown County Treasurer upon conveyance of the deed.

<u>Parcel #</u>	<u>Municipality</u>	<u>Address</u>	<u>Min. Starting Bid</u>
14-157	City of Green Bay	1274 Cherry St.	\$ 100

Motion made by Supervisor Van Dyck, seconded by Supervisor Erickson to approve the sale of parcel 14-157 for \$2,950 plus \$311.90 for 2015 taxes to Mitchell Seidler. Vote taken. MOTION CARRIED UNANIMOUSLY

1-898	City of Green Bay	1322 S. Chestnut Ave	\$ 100
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Motion made by Supervisor Buckley, seconded by Supervisor Evans to approve the sale of parcel 1-898 for \$2,135 plus \$260 for 2015 taxes to Noah Johnson. Vote taken. MOTION CARRIED UNANIMOUSLY

2-661	City of Green Bay	519 Twelfth Ave.	\$ 100
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Zeller stated that this final parcel is a combination of two parcels and is a situation where there was a home on one parcel and a garage on the other parcel. The home was condemned and torn down. The taxes due represent more than just a vacant lot. The improvements were assessed by the City of Green Bay through 2014. At the recommendation of Property Listing, the two lots were combined to create one buildable lot. As a result, there is a 2015 tax due of \$1,580.90. Because of the timing of the Judge's order, the County is on the hook to the City of Green Bay to pay the 2015 taxes. The high bid of \$460 represents just a fraction of what is owed on this property. Zeller would be willing to put this out for bid again as he said that the closest comparable they have sold for \$3,300. He said that this was advertised and signs were posted and the adjacent neighbor did not end up as the high bidder.

Motion made by Supervisor Moynihan, seconded by Supervisor Buckley to return back to the Treasurer for 30 days to rebid the parcel. *Motion withdrawn*

Erickson said he is familiar with this lot and it just about butts back up to the train yard and he did not feel it was a very desirable piece of property. Zeller said he had spoken with the bidder and the bidder understands that he is subject to the 2015 taxes on this and then the parcel would be reassessed by the City of Green Bay as a vacant lot.

Motion made by Supervisor Erickson, seconded by Supervisor Moynihan to approve the sale of Parcel 2-661 for \$460 plus \$1,580.90 for 2015 taxes to Noah Johnson. Vote taken. MOTION CARRIED UNANIMOUSLY

Communications

12. Communication from Supervisor Evans re: Discussion on the possible uses for the savings in the reduction of bond payments. Maintenance, promotion of Brown County, Room Tax Stabilization Fund. *Held for one month.*

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Director of Administration Chad Weininger provided the Committee with a handout, a copy of which is attached. Supervisor Evans said he did not know how much savings there would be, but he did hear some rumblings that there may be some questions from the City about putting an escalator in the KI Center. Lund said this was discussed at Ed and Rec pursuant to a communication that was put in by several Supervisors.

Weininger said the projected savings is about \$600,000. After researching this, he found that any excess bond funds are committed to the City of Green Bay and the County does not have any control over that. Evans said in essence the County could end up paying for an escalator in the KI Center if the City chooses to put one up because it is up to their discretion. Weininger confirmed that it is their discretion, but it is to pay for the bond funds so, for instance, after the two pots for the room tax and debt service fund are filled, it is anticipated that there may be an additional \$800,000 that could go to the City. Their bond payment right now is going to range between \$1.4 million dollars and \$2.3 million dollars over the life of the bond. The amount that the County saves will go towards the debt payment because they will not have enough to cover the full debt payment from the room tax surplus.

Weininger continued that he did have what Supervisor Erickson asked for previously spelled out in the memo and, in addition, he did send out an e-mail on this talking about how the room tax works.

Evans said to clarify, dollars have to be used for bond payments. Weininger responded that what the County Board agreed on is that any excess above those dollars are to go to the CVB to pay for the debt service and those additional costs have been set so he is not sure if they would be able to use those and would have to research this with bond counsel. Evans said that he understood that this was discussed at Ed and Rec and he appreciated the communication put forth. He said that it is unfortunate that an escalator was not put in the KI when it was built and he is not happy that it was not, but the fact is that \$20+ million was invested in the facility and for that, the building needs to be done right. Lund stated that the VCB may be generating a letter to the City on this.

Weininger stated that the KI expansion was done with room tax dollars and the County was not obligated on that; however, the County is obligated for the refunding that we just did. Buckley reiterated that the County cannot tell the City what they can do with the funds and he felt that Ed and Rec had nothing to do with getting an escalator. Weininger confirmed that there is a communication on this at Ed and Rec and he feels that someone will pull it for further discussion.

Supervisor Van Dyck noted that there was a comment about additional room tax and asked what happens if there is no additional room tax. Weininger responded that there would be no payment and the City would be on the hook for the KI expansion. County Executive Troy Streckenbach asked if the question was on the expansion or the initial bond. Van Dyck said the question is what the additional room tax is paying for. Streckenbach responded that the surplus room tax funds are paying for the expansion and that runs until 2029 when it sunsets and the initial bonds will be paid off. The expansion will not be paid off but the City of Green Bay, Village of Ashwaubenon and other municipalities will have the room tax available. The City of Green Bay guaranteed the bonds for the expansion and the County guaranteed the initial bonds. If there is not enough room tax to make the payments for the City of Green Bay bonds that they took out for the expansion and the County depletes the two buckets, Brown County would then be responsible for making the payments. There would be two choices: 1) the County could go back and require the cities that are part of the room tax commission to levy more dollars to make the payment, or 2) the County could take from the general fund to make the payment.

Motion made by Supervisor Buckley, seconded by Supervisor Evans to send this communication to the Green Bay RDA. Vote taken. MOTION CARRIED UNANIMOUSLY

Referred to Executive Committee

13. Discussion and possible action re: Request for Proposal for Brown County Pharmacy Services for Community Treatment Center (CTC) Project #2052. *Referred from March Human Services.*

Hospital and Nursing Home Administrator Luke Schubert said this was referred to the Executive Committee because the RFP did not get into the Human Service's agenda packet. The RFP in the Executive Committee packet

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is the approved RFP from Purchasing. Evans said that the Human Services Committee does not have any issues with this and recommends that it be approved.

Motion made by Supervisor Evans, seconded by Supervisor Moynihan to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

- 13a. Budget Adjustment Request (16-20): Any allocation from the County's General Fund. *Referred to Executive Committee due to cancelled of Admin Committee. Item was removed from the agenda.***

Resolutions, Ordinances

- 14. Resolution approving the purchase of elections systems software and hardware.**

County Clerk Sandy Juno said that this was in the plan for next year to upgrade to the new software and hardware, however, two weeks before the April election the system failed and they lost their complete election. The vendor was able to use some old files to bring it back up, but they had to go through all of the testing process to be sure that it was working properly. Juno said that this is something that needs to be taken care of right away as they will be preparing for the August election in June. This is an emergency situation.

Van Dyck said he does not question the software piece, but he is wondering why we would not consider purchasing the hardware ourselves because it appears to be common specs. Technology Services Director August Neverman said that it is not just the hardware; there is also service, a recording system and other things. Neverman said that he did review the contract on this and he does support it. Weininger added that he met with Juno and TS on this to be sure that it was cheaper for us to purchase it internally. Kevin Raye did the analysis and said it was not less expensive to purchase internally. On the bid there are some services that would need to be subtracted when comparing like models and TS said that the County is getting the same deal. Neverman reiterated that he fully supports this and having everything from a single vendor is more than enough to convince him to support it.

Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

- 15. Resolution re: Change in Table of Organization for U.W. Extension Stem Outreach Coordinator – LTE.**

Motion made by Supervisor Erickson, seconded by Supervisor Evans to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

- 16. Resolution re: Change in Table of Organization for U.W. Extension Teen Market Garden Coordinator – LTE.**

Motion made by Supervisor Erickson, seconded by Supervisor Evans to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

- 17. Ordinance Amending Sections 4.93 of Chapter 4 of the Brown County code entitled "Grievance Procedure".**

Evans informed that people did not like the "just cause" and suggested striking "just". He said this falls under section 4.9, discipline. He is more interested in having this spelled out and he would prefer that this not fall under discipline. He wanted to be sure that the progressive disciplinary actions are in place.

Human Resources Director Brittany Zaehring said that some of these things are not spelled out and this was done intentionally in a way. The County does follow progressive discipline in most cases, however, in cases where the infraction is severe the progressive steps may not occur. She continued that they do follow the handbook but to put cause explicitly in the handbook would almost be going back to collective bargaining. She continued that when you say cause or just cause or when you add in progressive discipline, you begin to create a property interest ✓

in the cause. Whether it is put in the employee handbook, or chapter 4 or the grievance procedures, you are kind of nullifying the at will language and creating standards that will create a burden on not only management but on the budget for the County to defend. As an employer, the County wants to retain employees and they do work with managers and supervisors to work with employees to correct any issues there are. Zaehring said that it is her opinion that to have just cause documented in this policy would not be in the County's best interest at this time.

Evans disagreed and said that he can understand where Zaehring may feel that it may be getting back to the collective wording, but there is nothing in there that says discipline has anything to do with collective bargaining. Zaehring responded that the courts have to define what terms such as cause and progressive discipline means. This would be creating legal documents that will be interpreted the way the courts have interpreted and defined them for years. When looking at HR policies, the words need to be wordsmithed because they do have legal meanings outside of what they may generally mean on the street. Zaehring continued that since she has been here, there have been instances where supervisors have recommended termination and she did not agree because she felt that there needed to be another step because the employee may not have been clear on what was going on. She also said that there may be instances where an infraction is so severe that progressive discipline might not be appropriate and may put the County in jeopardy by retaining the employee.

Evans said it sounds like Zaehring is saying that if an employee does a great infraction and it is spelled out in the policies and the employee handbook because the words progressive discipline are included that they feel an employee should retain their job. Zaehring said that if language is put in the policies that the County must follow progressive discipline and must have cause, a property interest is created and therefore the County would be subject to the stricter standard of due process and every single discipline would be grieved and there would be lawyers ready to run up costs to defend every single action of management. She did not think that that is a position that the County as an employer wants to be in and, further, she did not feel it would be a good use of taxpayer dollars just because we ourselves wrote in language we were not obligated to do.

Evans said it seems that there have been issues recently and there seems to be no protocol with our management system. Zaehring said that since she has been here, they have been working on a matrix where HR staff is comparing Chapter 4, the employee handbook and the internal HR policies to figure out where there are gaps and researching every single issue and coming up with best practices. She said that there are some things that need to be addressed and improved upon and she intends to do that, but she does not think that the answer to correcting those things is changing the wording in the policy. Evans asked when Zaehring expected to have this done and she said she hoped to get this to the Administration Committee in the June timeframe.

Evans said that he is more interested in that right now because he thinks if the protocols are spelled out, then everybody knows what is going on. One of the detriments of Act 10 is that all of a sudden managers who have not managed in 20 years had the responsibility to manage and it seems that there have been some troubles. If the protocols are put in place and they are followed, Evans felt that there would be a more cohesive working environment with managers and laborers. Evans commended Zaehring for working on this and coming forward and admitting there may be some things that need to be fixed.

Motion made by Supervisor Evans, seconded by Supervisor Moynihan to hold until July. Vote taken. MOTION CARRIED UNANIMOUSLY

Reports

18. County Executive Report.

a. Budget Status Financial Reports for December, 2015 and January & February, 2016.

Motion made by Supervisor Moynihan, seconded by Supervisor Buckley to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

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19. Human Resources Report.

Zaehring referred to her report contained in the agenda packet and highlighted the following:

HR started supervisor training in March for some supervisors. This is being done to improve knowledge and to be able to respond to issues quickly and give supervisors confidence in the management decisions as well as improve performance and morale. March was their test month and they are in the process of checking their records to see who has complied. Zaehring said they have issued the next quarter trainings which will be on bullying in the workplace, disciplinary actions and procedures and performance management.

As Zaehring indicated earlier, they are about 1/3 of the way through the comprehensive gap analysis. The group was meeting every other week but they are now meeting weekly to get through the process. She continued that the Department of Labor has issued some regulations to the Office of Management of Budget regarding salary limits and overtime and HR is working with Administration to see what the fiscal impact would be and how to handle the people who would be affected if the change is approved.

Zaehring concluded that at the next Board meeting they will be asking if any Supervisors would be willing to serve on the Benefits Advisory Committee. The employee elections for this have been held and those positions have been filled.

Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

20. Internal Auditor Report.

a. Audit Report: Monetary Receipts, Disbursements and Deposits Review – Brown County Treasurer.

Internal Auditor Dan Process reported that he wished to acknowledge Treasurer Paul Zeller for asking for the audit. Process said that they had discussed the County's policies and then it was determined that it would be appropriate to go through and do a formal review. The basis of the review was the County's cash handling process as well as the Treasurer's policy. The report contains six findings, each one contains an issue or control weakness that was identified as well as the criteria that was used to test the control, the condition that was observed and a recommendation.

Process continued that there is something unique about this report in that for the first three findings there was actually a variance request that the Department had made. The County's cash handling policy allows for departments to ask for a variance request if there are sufficient mitigating controls in place. In the first three findings, the recommendations were partially agreed with.

The first finding was the cash drawer and the issue was that access was not restricted and there were multiple users. Some of this is common sense such as making sure the drawer is locked when the individual is not by their drawer and making sure that only one person is using the drawer so there is accountability. The recommendation was to adhere to the internal controls that were established within the existing policies and management's response what that individual drawer assignments will be enforced and they have also added special locks to the drawers. The variance request is that they would like to have multiple users in the drawers during tax collection periods and this is based on the volume of transactions that occur during tax time. Buckley asked if they just need more drawers. Process said that at the front counter there is currently only three drawers available and three terminal stations so it would be a matter of incurring expenses to put in more drawers and more terminals. Process noted that this is only an issue during July and December. Buckley felt the most ideal time for theft would be when it is chaotic during tax time and he felt that cash drawers are abundant. Process reminded him that the issue is with the terminal to enter the information into the system. Lund noted that they have not had a shortage in the taxes collected. Process said that the majority of the transactions are handled by the individuals assigned to the drawers, but when they take a break or are at lunch, others utilize those drawers to keep the process moving. There are unique user IDs and logins that create accountability, but if there was a shortage in the drawer it would be more difficult to identify with multiple users. Erickson commented that the statement was made that most of the transactions are made by check anyway. Van Dyck wished to make two points to Supervisor Erickson's point and said that there are still people who do pay in cash and he wondered if we could limit the cash transactions to

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one particular drawer with one user. Van Dyck also said that if there are three cash drawers and most of them are handled by one of the three, he does not see where there is much crossover, but if there is crossover, the fourth or fifth person could be assigned to a specific drawer to reduce the amount of people using each drawer.

Process said that these things were discussed with the Treasurer and there was concern that if there was only one cash drawer, that there would be a backlog and people waiting in line. Buckley asked how much a terminal would cost. Neverman said that there is a security camera in the area and Weininger added that having the camera there was one of the things that was factored in the variance request. Process said that his report talks about the mitigating controls and noted that there are a number of controls, but it depends on how much the County is willing to spend to get the ideal controls in place. Moynihan asked if it would behoove the Committee to hear directly from the Treasurer on this. Process noted that the cost of the control should not outweigh the benefit. Buckley did not think the cost of a new terminal would be that great. Weininger said that it may be beneficial for Buckley to go to the Treasurer's office and observe their operation due to his extensive cash handling experience.

Motion made by Supervisor Moynihan, seconded by Supervisor Evans to hold for one month. Vote taken.
MOTION CARRIED UNANIMOUSLY

b. Board of Supervisors Budget Status Financial Report – December, 2015.

Process commented that more overtime has been incurred this year to date than in years past, but he also noted that that contracted services are quite a bit less than previous years.

Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY

c. Board of Supervisors (Veterans' Recognition Subcommittee) – December, 2015.

Process noted that there was a donation received last year that was carried forward to 2016.

Motion made by Supervisor Van Dyck, seconded by Supervisor Erickson to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY

d. Board of Supervisors Budget Status Financial Report – February, 2016.

Process noted that there was an envelope purchase in 2015 but the envelopes were not received until 2016 and the total for the envelopes used the majority of the office supplies budget so it is likely that the Board Office will be over budget for office supplies in 2016.

Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY

e. Monthly Status Update: March 1 – March 31, 2016.

Motion made by Supervisor Buckley, seconded by Supervisor Erickson to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY

Other

21. Such other matters as authorized by law.

Lund thanked all the committee chairmen for the time that they take and the extra meetings they attend and the good work they do throughout the year. He also wished to thank Supervisor Fewell for his 14 years of service to the County and noted that it was very much appreciated.

22. Adjourn.

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**Motion made by Supervisor Buckley, seconded by Supervisor Evans to adjourn at 6:36 pm. Vote taken.
MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

Alicia Loehlein
Recording Secretary

Therese Giannunzio
Transcriptionist

V

HUMAN RESOURCES DEPARTMENT



305 E. WALNUT STREET
P.O. BOX 23600
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PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

May 4, 2016

Departments for position approval process at the May 9, 2016 Executive Committee:

District Attorney – Legal Assistant II

Vacated – 6/1/16

Health Dept. – Clerk/Typist III

Vacated – 5/13/16

Human Services – Account Clerk I/Budget Counselor

Vacated – 6/15/16

Human Services (CTC) – AODA Counselor (x2)

Vacated – 4/12/16

Human Services – Economic Support Specialist

Vacated – 4/18/16

Human Services – Lead Economic Support Specialist

Vacated – 4/14/16

Human Services – SW/CM (Child Protection) (x3)

Vacated – 3/28/16 (all three)

Human Services (CTC) – Switchboard Operator/Receptionist (Part-time) (x2)

Vacated – 5/3/16; 5/23/16

Public Works (Facilities) – Housekeeper (x2)

Vacated – 4/15/16

Public Works (Highway) – Highway Crew

Vacated – 4/25/16

Public Works (Highway) – Sign Crew (x2)

Vacated – 3/24/16; 4/15/16

Register of Deeds – Records Specialist

Vacated – 05/04/16

OFFICE OF THE DISTRICT ATTORNEY

300 E. WALNUT STREET, P.O. BOX 23600
GREEN BAY, WI 54305-3600
PHONE (920) 448-4190, FAX (920) 448-4189

DAVID L. LASEE
DISTRICT ATTORNEY

DEPUTY DISTRICT ATTORNEYS
Dana J. Johnson
Mary M. Kerrigan-Mares

VICTIM WITNESS COORDINATOR

Karen H. Dorau
(920) 448-4194

SPECIAL PROSECUTORS

Lawrence J. Lasee
Kari A. Hoffman

CONTRACT SPECIAL PROSECUTOR

Bryant Dorsey

ASSISTANT DISTRICT ATTORNEYS

Wendy W. Lemkuil
Amy R.G. Pautzke
John F. Luetscher
Kevin G. Greene
Eric R. Enli
Beau G. Liegeois
Kate R. Zuidmulder
Sarah E. Belair
Cynthia L. Vopal
Karyn E. Behling
Carley N. Miller

April 28, 2016

TO: County Executive Troy Streckenbach
Human Resources Director Brittany Zaehring
Director of Administration Chad Weininger

FROM: District Attorney David Lasee

District Attorney's Office

SUBJECT: Request to Fill – Legal Assistant II

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A1 form.)

The position description is current

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Yes the duties are essential. This position provides direct support to our Assistant District Attorney's.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

This position requires daily tasks and completion of legal documents to meet statutory and court deadlines

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

The variety of job duties are streamlined as much as possible, this position is critical to maintaining and managing cases for attorneys to facilitate criminal prosecution.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Yes

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

The responsibilities of this position would fall on existing full-time staff which would be less cost effective.

Budget Impact Calculation

Department: District Attorney
Position: Legal Assistant II

Partial Budget Impact: 06/01/16 - 12/31/16 30 Weeks

Salary	\$ 22,117.50
Fringe Benefits	<u>\$ 9,027.12</u>
	\$ 31,144.62

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary	\$ 38,337.00
Fringe Benefits	<u>\$ 15,647.00</u>
	\$ 53,984.00

Note: this position is in the 2016 budget

Position vacated: 6/1/2016

Budgeted hourly wage rate: \$19.66
Class/Comp Grade & Range: PG:14 Min: \$16.87 Market: \$21.08 Max: \$25.30

Total Number of FTEs Budget for this position title in budget:	9
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	9
Number of FTEs filled with this position vacant:	8
Percent of this position staffed:	89%

Analyst Recommendation: This position will be vacant due to a retirement. This position is responsible for administrative support for the Assistant District Attorney's. Refilling this position is essential in order to meet statutory and court guidelines for prosecution. I recommend for approval. Camille Stymiest, Human Resources Analyst.

Contact: Dave Lasee

HEALTH DEPARTMENT

Brown County

610 S. BROADWAY STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



PHONE (920) 448-6400 FAX (920) 448-6449 WEB: www.co.brown.wi.us

TO: Troy Streckenbach, County Executive
Brittany Zaehring, Human Resources Director
Chad Weininger, Director of Administration

FROM: Debbie Armbruster
SUBJECT: Request to Fill – Clerk Typist III

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the AI form.)

The position description has been reviewed and is current.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Yes, this position provides primary support to the Nursing Division and Environmental Division which have mandated regulatory responsibilities for programs and inspection of restaurants, taverns, grocery stores, hotels / motels, campgrounds, swimming pools and other establishments licensed by the Health Department for compliance with the Wisconsin Food Code, Department of Agriculture Regulations, etc. The Health Department is an agent for the State of Wisconsin to provide these services. This position's major responsibilities include animal bites, temporary vendor permits, daily data entry, preparing charts and working with vision/hearing program.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

MCH Referrals: Receive, review, and add additional information if applicable, input information into program, and forward to assigned nurse.

TB/LTBI Referrals: Receive, assign, conduct searches, compile forms, scan documents and input information into multiple programs, and create chart to forward to assigned nurse.

TB medication monitoring: Receive, record into program, and supply nurse with medications.

TB testing results: Receive, scan, record & provide billing status for program.

Family Data Records: Receive, search various programs or websites for missing information and record onto form, type record, update data in system, and insert in assigned nurse's mailbox.

Nurses' daily reports: Input nurses' statistics into system to execute reports for budget purposes.

Lead screenings: Input data into program which is used to compile reports for Brown County Partners as well as yearly budget statistics.

2

Animal bite reports: Receive, investigate missing information via phone calls, emails, and internet searches, record initial report and revise as new documentation arrives, refer to assigned sanitarian and finalize reports upon completion.

Vending reimbursements: Receive lists, convert data to state form, prepare reimbursement request and submit to State of Wisconsin.

Vision screening letters: Receive school lists, process results of screenings, mail merge to form letters and mail to parents/guardians of children.

Temporary permits: Receive applications, analyze, receipt payments, issue temporary licenses, record into spreadsheet. Oversee program and invoice inspection fees when applicable receipting for payments when received. Compile necessary forms, applications and paperwork to mail yearly bulk renewals.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

This vacancy does not present any opportunities to streamline or reorganize at this time. We are heading into our busiest time of the year and filling this position is critical. This position also serves as our main customer service representative, being the first line of communication to customers.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

There is enough money in the budget for 2016 to fill this budgeted position.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

The impact would be a delay in responding to time sensitive issues such as animal bites. We are also heading into our licensing year which occupies the time of the other Clerk Typist IIIs and the work of this position will suffer. The risk would be paying wages at time and a half in order to complete all support staff functions.

Budget Impact Calculation

Department: Public Health
Position: Clerk/ Typist III

Partial Budget Impact: 5/16/16 - 12/31/16 32 Weeks

Salary	\$ 20,964.31
Fringe Benefits	<u>\$ 9,235.08</u>
	\$ 30,199.38

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary	\$ 34,067.00
Fringe Benefits	<u>\$ 15,007.00</u>
	\$ 49,074.00

Note: this position is in the 2016 budget

Position vacated: 5/13/2016

Budgeted hourly wage rate: \$17.47
Class/Comp Grade & Range: PG: 17 Min: \$13.57 Market: \$16.96 Max: \$20.35

Total Number of FTEs Budget for this position title in budget:	3
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	3
Number of FTEs filled with this position vacant:	2
Percent of this position staffed:	67%

Analyst Recommendation: This position is vacant due to an employee resignation. The Clerk/Typist III is responsible for providing support to the Nursing and Environmental Division in Public Health which has mandated regulatory responsibilities for county programs. The department is moving into their busiest season and without refilling the position the department will face delays in time-sensitive responses required for their services, as well as a potential decrease in customer service as this position has significant contact with the community. I recommend approval. Camille Stymiest, Human Resources Analyst

Contact: Deborah Armbruster (Interim PH Director)

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BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street
P.O. Box 22188
Green Bay, WI 54305-2188



Phone (920) 448-6000 Fax (920) 448-6166

April 22, 2016

TO: Troy Streckenbach, County Executive
Brittany Zaehring, Human Resources Director
Chad Weininger, Director of Administration

FROM: Paula Burkart
Human Services – Representative Payee Supervisor

SUBJECT: Request to Fill - Account Clerk I/Budget Counselor

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.)

The job description is up-to-date and is included

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

This position is essential as we do not have a back up for the responsibilities in this position. Brown County has agreed to take on the responsibility of being Representative Payee, therefore it is necessary to have this position filled to approve necessary bills, request spending money, process Medical Assistant applications and reviews, and set appropriate budgets for approx 140 individuals on this case load.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

Brown County has approximately 700 consumers the representative program who receive benefits. This position has the responsibility of preparing budgets for approximately 135 – 140 individuals. This work requires independent judgment, initiative and bookkeeping/budgeting knowledge while completing work accurately and on a timely basis. This position helps to allow clients to continue to live independently as it ensures their rent and utility bills are paid. This position also assists in recouping dollars for Brown County and the Managed Care Organizations for clients living in Adult Family Homes, CBRF, etc.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

We have expanded our program to approx. 700 consumers from 2000 to 2006 without adding staff hours to this position. We have accomplished this by implementing efficiencies in our processing.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

This position is a budgeted position and will be vacated by an individual who is retiring. Sufficient funds are available to fill the position.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

Accurate and timely processing of client budgets and bills is necessary in order to maintain their current living environment. If there is a delay in paying bills and processing forms for Medical Assistance and Social Security Administration, the consumer may lose benefits. If payment deadlines are not met it could result in late fees to the consumer. The impact of not filling this position would directly impact our consumers and possibly their ability to manage daily living due to limited funds and expenses possibly not paid.

Budget Impact Calculation

Department: Human Services - Payee Services
Position: Account Clerk I/Budget Counselor

Partial Budget Impact: 6/16/16 - 12/31/16 27 Weeks

Salary	\$ 19,526.19
Fringe Benefits	<u>\$ 11,321.31</u>
	\$ 30,847.50

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting.

Annualized Budget Impact:

Salary	\$ 37,606.00
Fringe Benefits	<u>\$ 21,804.00</u>
	\$ 59,410.00

Note: This position is in the 2016 budget.

Positions vacated: 6/15/2016

Budgeted hourly wage rate: \$18.08
Class/Comp Grade & Range: PG: 16 Min: \$14.59 Mkt: \$18.24 Max: \$21.88

Total Number of FTEs Budget for this position title in budget:	4
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	4
Number of FTEs filled with this position vacant:	3
Percent of this position staffed:	75%

Analyst Recommendation: The Account Clerk I/Budget Counselor performs advanced, specialized financial support for consumers and complex clerical work. Brown County has agreed to take on the responsibility of being Representative Payee, therefore it is necessary to have this position filled to approve necessary bills, request spending money, process Medical Assistance applications and reviews, and set appropriate budgets for approximately 140 individuals in this caseload. I recommend approval. Lorrie M. Blaylock, HR Analyst

Contact Paula Burkart 448-6349

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Brown County

P.O. BOX 23600
GREEN BAY, WI 54305-3600

April 4th, 2016

TO: County Executive Troy Streckenbach
Human Resources Manager: Brittany Zaehringer
Director of Administration: Chad Weininger

FROM: Ian Agar, Behavioral Health Manager

SUBJECT: Request to Fill – AODA Counselor (x2)

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.)
Description is current. .
2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.
Yes. This position provides the needed case management for existing consumers in need of Aoda and/or MH case management support to sustain living in the community.
3. Describe job performance measurement for this position (clients, caseload, work output, etc.)
This service is part of the Outpatient Behavioral Health continuum of care provided under Chapters 51, 34, and 75 of Wisconsin Statute. These services are mandated. Case management of clients and maintenance of adequate contacts, provision of needed supports, completion of related documentation and compliance with statutory requirements are the job performance measures for this position.
4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.
This is not a realistic opportunity to streamline processes, as we are looking to sustain existing services to clients with current needs and to retain the limited capacity we have available.
5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?
Budgeted funds are sufficient.
6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?
Case overload, client needs being inadequately met, administrative non-compliance with existing service regulatory codes and potential program de-certification resulting in inability to bill Medicaid for the needed services.

Budget Impact Calculation

Department: HS Community Programs (Behavioral Health)
Position: AODA Counselor (x2)

Partial Budget Impact: 4/12/16 - 12/31/16 32 Weeks

Salary \$ 52,272.00

Fringe Benefits \$ 17,905.85

\$ 70,177.85

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting.

Annualized Budget Impact:

Salary \$ 84,942.00

Fringe Benefits \$ 29,097.00

\$ 114,039.00

Note: These positions are in the 2016 budget.

Positions vacated: 4/12/2016

Budgeted hourly wage rate: \$21.78

Class/Comp Grade & Range: PG: 12 Min: \$19.50 Mkt: \$24.38 Max: \$29.25

Total Number of FTEs Budget for this position title in budget: 7

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 7

Number of FTEs filled with this position vacant: 5

Percent of this position staffed: 71%

Analyst Recommendation: One of the vacancies is due to a resignation and other is due to a retirement. The AODA Counselor provides the needed case management for existing consumers in need of AODA and/or mental health case management support to sustain living in the community. This service is part of the Outpatient Behavioral Health system of care provided under Chapters 51, 34 and 75 of Wisconsin state statute. These services are mandated. I recommend approval. Lorrie M. Blaylock, HR Analyst

Contact

Ian Agar

391-6959

BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street
P.O. Box 22188
Green Bay, WI 54305-2188



Phone (920) 448-6000 Fax (920) 448-6166

April 5, 2016

TO: Brittany Zaehring, Human Resources Director
Chad Weininger, Director of Administration
Troy Streckenbach, County Executive

FROM: Jenny Hoffman, Economic Support Manager
Brown County Human Services

SUBJECT: Economic Support Specialist – request to fill position

1. Is the position description current or does it require updates?

The position description is current.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Yes. The Economic Support programs are state mandated programs and are governed under Chapter 49 of the Wisconsin State Statutes. FoodShare, Medicaid, Badgercare Plus, and the Wisconsin Shares Child Care Assistance programs are **state mandated** entitlement programs and there are no waiting lists for benefits or services. Wisconsin Home Energy Assistance program is under Ch 16 of the WI State Statutes.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

The Economic Support Specialists determine eligibility for low income families for the foodshare, child care, energy and healthcare (Badgercare Plus and Medicaid) programs. The Economic Support unit handles over 25,000 cases; the total caseload has increased significantly since 2009 (16,000 cases). This unit has a high workload volume coupled with a large volume of policy and systems changes which can occur weekly, monthly, and/or annually. Multiple performance standards imposed by the Department of Health Services and Department of Children and Families have to be met so we are in compliance. Failure to meet these performance standards could result in corrective action by the state, including fiscal penalties.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations.

Considerations should include consolidating, eliminating and/or outsource job responsibilities.

Processes have been streamlined over the past several years in an effort to maximize our resources and reduce costs.

- Effective 1/1/12, due to the State biennial budget, we consolidated with 4 other counties to provide these services as a multi county consortium.
- The Economic Support Manager, supervisors and staff continually review priorities and explore efficiencies. We will continue to evaluate workload and develop process improvements.
- Workload workgroup comprised of management and line staff meet to discuss alternative ways of processing work to become more effective and efficient. Changes to processes are implemented and monitored for effectiveness.

- We will continue to utilize the LEAN process to develop efficiencies and standardize processes.
- We continue to run a Change and Information Center that created much efficiency in work processes. The Change Center improved customer service and shifted how we manage workload so we were able to take on more work without adding staff, all while maintaining a high level of payment accuracy and program integrity.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Yes, budgeted funds are sufficient to cover the cost of filling these positions. Economic Support receives funding from the Department of Children and Families and Department of Health Services. Approximately 75% of the cost of these positions are paid for by these departments.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all
Economic Support Services are entitlement programs and cannot be reduced or eliminated. State requirements, deadlines, and monitoring require that a caseload does not remain uncovered. Additional cases due to vacancies and medical leaves are distributed amongst remaining eligibility workers.

- Impacts of not filling the position 3, 6, 12 months:
 - Decrease in quality customer service.
 - Basic needs of our consumers may not be met or met timely.
 - Delay in benefits to consumers in crisis and need.
 - Adverse affects on community based providers. (food pantries, medical providers, Human Services child & adult protection units, CTC.)
 - Failure to meet ES performance standards (above) could result in corrective action by the State, including fiscal penalties.

Budget Impact Calculation

Department: Human Services/Economic Support
Position: Economic Support Specialist

Partial Budget Impact: 4/18/16 - 12/31/16 32 Weeks

Salary	\$ 19,608.00
Fringe Benefits	<u>\$ 12,873.85</u>
	\$ 32,481.85

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting.

Annualized Budget Impact:

Salary	\$ 31,863.00
Fringe Benefits	<u>\$ 20,920.00</u>
	\$ 52,783.00

Note: This position is in the 2016 budget.

Position vacated: 4/18/2016

Budgeted hourly wage rate: \$16.34
Class/Comp Grade & Range: PG: 16 Min: \$14.59 Mkt: \$18.24 Max: \$21.88

Total Number of FTEs Budget for this position title in budget:	50
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	50
Number of FTEs filled with this position vacant:	49
Percent of this position staffed:	98%

Analyst Recommendation: This vacancy is due to a resignation. Economic Support Specialists are responsible for determining eligibility for low income families for the food share, child care, healthcare (BadgerCare and Medicaid) and Energy Assistance programs. Total caseload is over 25,000 cases. ESS staff are required to meet state case processing timeframes, issue accurate benefits, and meet the basic needs of the low income families served. Failure to meet State performance measures and timeframes could result in fiscal penalties. I recommend approval. Lorrie M. Blaylock, HR Analyst

Contact Jenny Hoffman 448-6367

BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street
P.O. Box 22188
Green Bay, WI 54305-2188



Phone (920) 448-6000 Fax (920) 448-6166

March 31, 2016

TO: Brittany Zaehring, Human Resources Director
Chad Weininger, Director of Administration
Troy Streckenbach, County Executive

FROM: Jenny Hoffman, Economic Support Administrator
Brown County Human Services

SUBJECT: Lead Economic Support Specialist- request to fill vacancy

1. Is the position description current or does it require updates?

The position description is current.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Yes. The Economic Support programs are state mandated programs and are governed under Chapter 49 of the Wisconsin State Statutes. FoodShare, Medicaid, Badgercare Plus, and the Wisconsin Shares Child Care Assistance programs are **state mandated** entitlement programs and there are no waiting lists for benefits or services. Wisconsin Home Energy Assistance program is under Ch 16 of the WI State Statutes.

This position is critical to the operation of the Economic Support Department as s/he:

- o Discusses cases with workers and makes decisions regarding applications, reviews and changes; directs the staff in an effort to solve problems of clients and offers suggestions to rectify problems. Researches policy and provides technical assistance to staff through use of handbooks, manuals, computer systems or state call center for correct case processing and eligibility determination.
- o Receives and responds to technical questions from staff, consumers and general public about programs and services.
- o Ensures Economic Support policies are interpreted and presented correctly to staff.
- o Assists in the training of new Economic Support Specialists by observing interviews and reviewing case work prior to confirmation of benefits to ensure accuracy.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

The Economic Support Division determines eligibility for low income families for the foodshare, child care, energy and healthcare (Badgercare Plus and Medicaid) programs; serving over 25,000 households.



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This position functions in a leadership role consulting with Economic Support Supervisors and Administrator on policy, procedures, training and quality improvement.

The Lead Economic Support Specialist is a critical and necessary position in the Economic Support day to day operations. This lead position is vital in providing policy and technical guidance to Economic Support staff – numerous state policies and systems changes have been implemented and this lead position assists in providing training and technical assistance for new and ongoing staff along with maintaining a partial caseload.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

The Economic Support Division embraces lean concepts and continually looks at streamlining processes and overall operations.

It is necessary to fill this vacancy to continue with proper administration and oversight of the Economic Support Programs. Economic Support must comply with State regulations or we could face penalties including fiscal sanctions from the State.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Yes, budgeted funds are sufficient to cover the cost of filling these positions. Economic Support receives funding from the Department of Children and Families and Department of Health Services. Approximately 75% of the cost of these positions are paid for by these departments.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all

If this position was not filled, staff would not have the technical and policy support they need to make appropriate decisions on cases. Accurate issuance of benefits would be jeopardized. Increase in administrative fair hearings would be incurred which would have a workload and financial impact on this department. Consumer questions and complaints will increase impacting not only the remaining staff in the department, but also community partners including medical providers, food pantries, daycare providers, other human services units and the aging and disability resource center.

Budget Impact Calculation

Department: Human Services/Economic Support
Position: Lead Economic Support Specialist

Partial Budget Impact: 4/14/16 - 12/31/16 32 Weeks

Salary	\$ 27,673.85
Fringe Benefits	<u>\$ 14,116.31</u>
	\$ 41,790.15

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting.

Annualized Budget Impact:

Salary	\$ 44,970.00
Fringe Benefits	<u>\$ 22,939.00</u>
	\$ 67,909.00

Note: This position is in the 2016 budget.

Position vacated: 4/14/2016

Budgeted hourly wage rate: \$21.62

Class/Comp Grade & Range: PG: 15 Min: \$15.69 Mkt: \$19.61 Max: \$23.53

Total Number of FTEs Budget for this position title in budget:	3
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	3
Number of FTEs filled with this position vacant:	2
Percent of this position staffed:	67%

Analyst Recommendation: This vacancy is due to a resignation. Economic Support Specialists are responsible for determining eligibility for low income families for the food share, child care, healthcare (Badger Care and Medicaid) and Energy Assistance programs. Total caseload is over 25,000 cases. The Lead Economic Support Specialist maintains a reduced Economic Support caseload while assisting in the training of new staff, providing technical and programmatic assistance to staff, and reviewing the work of new staff. This position functions in a leadership role consulting with Economic Support Supervisors and Administrator on policy, procedures, training and quality improvement. I recommend approval. Lorrie M. Blaylock, HR Analyst

Contact Jenny Hoffman 448-6367

6

BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street
P.O. Box 22188
Green Bay, WI 54305-2188



Phone (920) 448-6000 Fax (920) 448-6166

April 6, 2016

TO: Troy Streckenbach, County Executive
Brittany Zaehring, Human Resources Director
Chad Weininger, Director of Administration

FROM: Lana Cheslock, Manager of Children, Youth and Families
Human Services

SUBJECT: Request to Fill – Child Protection Social Worker/Case Manager (x3)

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior** to submitting the A1 form.)

The position description is current.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Yes, the duties are State mandated. Child Protective Services involves investigations of child abuse and neglect, court work, and ongoing service provisions.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

The employee would be available to work 37.5 hours a week and would carry a case load equivalent to a 1.0 FTE social worker. A State Quality Service Review confirmed that Brown County has higher caseloads for child welfare workers than many other large counties and that required performance will continue to be a struggle if Brown County remains at current staffing levels.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

This position is necessary to meet the high volume of child abuse and neglect reports.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

There is enough money in the current budget to fill this position.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

The impact would be to fall short of the State requirements for Child Protection and become liable for penalties. Most importantly we would have difficulty responding to all child safety needs.



Budget Impact Calculation

Department: Human Services/Child Protection
Position: Social Worker/Case Manager - CPS (x3)

Partial Budget Impact: 3/28/16 - 12/31/16 32 Weeks

Salary \$ 87,768.00

Fringe Benefits \$ 23,373.54

\$ 111,141.54

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting.

Annualized Budget Impact:

Salary \$ 142,623.00

Fringe Benefits \$ 37,982.00

\$ 180,605.00

Note: These positions are in the 2016 budget.

Positions vacated: 3/28/2016

Budgeted hourly wage rate: \$24.38

Class/Comp Grade & Range: PG: 12 Min: \$19.50 Mkt: \$24.38 Max: \$29.25

Total Number of FTEs Budget for this position title in budget: 53

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 53

Number of FTEs filled with this position vacant: 50

Percent of this position staffed: 94%

Analyst Recommendation: These 3 vacancies are due to internal transfers/promotion. Child protection services are mandated services by state law and regulation that requires a response to the community when the risk of a child's safety is identified. Positions must be available for 37.5 hours weekly to assist with taking crisis calls from law enforcement, attending court, family interactions and service delivery. These positions require a social work or human services degree, plus additional CPS related training. There are legal consequences for Human Services non-compliance of these safety and court ordered services. I recommend approval. Lorrie M. Blaylock, HR Analyst

Contact

Lana Cheslock 448-6176

Brown County

P.O. BOX 23600
GREEN BAY, WI 54305-3600

DIRECTOR

April 20, 2016

TO: Troy Streckenbach, County Executive
Brittany Zaehring, Human Resources Director
Chad Weininger, Director of Administration

FROM: Sue Salewski, ABC Supervisor
Human Services Department

SUBJECT: Request To Fill – Switchboard Operator/Receptionist .29 FTE at CTC
4.20

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the H/R Department **prior** to submitting A1 form.)
The job description has been updated in 2016.
2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.
The duties of the position are mandatory in order to provide service to our visitors and clients as well as security in monitoring individuals entering the facility and the monitoring of security cameras in areas out of sight. The position is responsible to greet, monitor and direct visitors and clients entering the facility at the front door; answering incoming phone calls and directing the calls appropriately; accepting payments (cash/check/credit debit card) from clients and guardians; and completing other duties (or projects) given to the operator from other facility staff.
3. Describe job performance measurement for this position (clients, caseload, work output, etc.)
This position is for the weekend PM operator shift and two PM shifts during the week. The weekend operator receives an approximate average of 40 visitors over Saturday and Sunday for Bayshore Village residents and Nicolet Hospital clients, with some weekends having a higher volume of visitors. In addition, the operator answers all incoming calls; is the first contact for voluntary admissions coming to the facility during the shift; and monitors security cameras.
4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.
For service and security it is mandatory the front desk be monitored during the hours the facility's doors are open. Without an assigned permanent operator located at the front desk, on-call operators will be scheduled to work. However if on-call operators are not available, other ABC Department staff would need to be scheduled for coverage at the front desk which would involve overtime pay.
5. Are the budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?
This position is a budgeted position and is being vacated by a current employee.
6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?
It is mandatory that the front desk be covered by an employee trained on the duties of the switchboard receptionist/operator. For security and customer service reasons the front desk cannot be left unattended. With limited on-call operators available, overtime costs will be involved if coverage is needed by calling in other ABC Department staff to provide coverage. The longer the position remains vacant, the possibility of overtime costs increases.

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Budget Impact Calculation

Department: CTC - ABC Department
Position: Switchboard Operator/Receptionist (.29 FTE and .20 FTE) (x2)

Partial Budget Impact: 5/23/16 - 12/31/16 32 Weeks

Salary \$ 8,279.38

Fringe Benefits \$ 1,243.69

\$ 9,523.08

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting.

Annualized Budget Impact:

Salary \$ 13,454.00

Fringe Benefits \$ 2,021.00

\$ 15,475.00

Note: These positions are in the 2016 budget.

Position vacated: 4/12/2016

Budgeted hourly wage rate: \$16.17

Class/Comp Grade & Range: PG: 17 Min: \$13.57 Mkt: \$16.96 Max: \$20.35

Total Number of FTEs Budget for this position title in budget: 1.92

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 1.92

Number of FTEs filled with this position vacant: 1.43

Percent of this position staffed: 74%

Analyst Recommendation: These vacancies are due to resignations. The CTC switchboard must be covered from 7 AM - 8:15 PM daily. Operators greet, monitor and direct individuals entering the facility; answer and transfer incoming calls; collect client payments; observe security cameras; answer TDD phone; announce emergency and non-emergency overhead pages to correct zone in facility; issue county vehicles, cell phones, paychecks, etc. to facility staff and perform various projects as assigned. Not filling in a timely manner will result on overtime costs. I recommend approval. Lorrie M. Blaylock, HR Analyst

Contact

Susan Salewski 391-4740

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PUBLIC WORKS DEPARTMENT

Brown County

BROWN COUNTY COMMUNITY TREATMENT CENTER
3150 GERSHWIN DRIVE
GREEN BAY, WI 54311

PHONE (920) 391-4856 FAX (920) 391-4869
EMAIL: leboeuf_dl@co.brown.wi.us



DIANE L. LEBOEUF, CEH
HOUSEKEEPING MANAGER

April 13, 2016

TO: Troy Streckenbach, County Executive
Chad Weininger, County Director of Administration
Brittany Zaehring, Human Resources Director

FROM: Paul Fontecchio, Interim Director
Brown County Public Works

SUBJECT: Request to Fill – One 1.0 FTE Housekeeper Position (Jail) *+ 4 facilities*
As stated in the Table of Organization

Please find the following justification to fill a vacant Highway Crew position:

1. ***Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A1 form).***

Yes it is current.

2. ***Are the duties of the position related to an essential (mandatory) service? If yes, please explain.***

Yes, this position is essential.

Proper cleaning and maintenance of our County buildings is essential to meet and exceed the building's life expectancy; which includes the life expectancy of the interiors and furnishings as well. There are also safety concerns – floors are not clean posing slip and fall hazards for our employees and building visitors.

3. ***Describe job performance measures for this position (clients, caseload, work output, etc.)***

Housekeeping performance is measured by quality inspections of the areas they are assigned; feedback from employees; and internal/external customers. The current Housekeeping clean rates well above the average per hour square foot cleaning.

Clean and sanitary buildings provide a better working environment for all building occupants; it also creates a good working environment for all employees which in turn reduces absenteeism.

In-house employees, per my own personal experience, internal customer opinions, and the opinion of the County Board provides reliability, trustworthiness, confidentiality and flexibility of staff. We monitor staff and evaluate them on a regular basis.

- 4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.**

This position is in the 2016 budget and due to staffing cuts in the past has led to current staffing issues. There are two (2) FTE housekeeper positions to clean the Jail/911 Center and this retirement cuts that staff in half; resulting in my staff working OT to keep up with the work.

We currently have three temps working downtown due to staff shortages, along with contracting out the cleaning of the UW Extension and Port/Resource Recovery buildings.

Previous annual reorganization efforts have decreased staff significantly to the point that there is no "fat" left to trim. In addition, in 2012 I decreased the amount of employees allowed to be off at one time on vacation from Monday through Friday down from 2 people to 1.

- 5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?**

Yes. The 2016 and 2017 budgets have 2 FTE Housekeepers for the Jail and 911/CTC buildings. As in Question #4, we will need to use costly overtime and temporary staff to keep these buildings at their current required cleanliness standards. Temp employees have been used in the past; the majority of the time was with substandard results and many times the temps cannot pass the Sheriff Department's Time and Security background check; which means they would not be allowed to clean at the Jail or 911/CC buildings.

- 6. What is the impact of not filling the position in: 3 months? 6 months? 12 months? Not at all?**

Not filling this position would result in an increase in overtime, employee burnout and possible injuries which could result in increases in work comp claims, increased absenteeism, low moral which affects productivity, unsanitary and unsafe conditions for all building occupants.

The life expectancy of furnishings, floors and interiors would also be reduced; resulting in replacement which occurs more often without the proper maintenance and cleaning, which is a costly thing to do. We need to keep the County's investments clean and well-maintained.

Budget Impact Calculation

Department: Public Works- Facilities (Jail)
Position: Housekeeper

Partial Budget Impact: 04/15/16 - 12/31/16 32 Weeks

Salary	\$ 18,214.15
Fringe Benefits	<u>\$ 8,824.00</u>
	\$ 27,038.15

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary	\$ 29,598.00
Fringe Benefits	<u>\$ 14,339.00</u>
	\$ 43,937.00

Note: this position is in the 2016 budget

Position vacated: 4/15/2016

Budgeted hourly wage rate: \$14.23
Class/Comp Grade & Range: PG: 20 Min: \$10.91 Mkt: \$13.64 Max: \$16.37

Total Number of FTEs Budget for this position title in budget:	2
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	2
Number of FTEs filled with this position vacant:	1
Percent of this position staffed:	50%

Analyst Recommendation: This position is vacant due to a retirement. The Housekeepers are responsible for maintaining all Brown County buildings to ensure safety and cleanliness for visiting community members and Brown County employees. Without refilling this position in a timely manner, there will be an increase in Housekeeper overtime as well the need for temporary services in order to make up for the vacancy. I recommend for approval. Camille Stymiest, Human Resources Analyst

Contact: Paul Fontecchio 920.662.2170

Budget Impact Calculation

Department: Public Works (Facilities)
Position: Housekeeper

Partial Budget Impact: 05/02/16 - 12/31/16 34 Weeks

Salary	\$ 15,816.54
Fringe Benefits	<u>\$ 8,848.50</u>
	\$ 24,665.04

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary	\$ 24,190.00
Fringe Benefits	<u>\$ 13,533.00</u>
	\$ 37,723.00

Note: this position is in the 2016 budget

Position vacated: 5/2/2016

Budgeted hourly wage rate: \$11.63
Class/Comp Grade & Range: PG:20 Min: \$10.91 Market: \$13.64 Max: \$16.37

Total Number of FTEs Budget for this position title in budget:	8
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	8
Number of FTEs filled with this position vacant:	6.5
Percent of this position staffed:	81%

Analyst Recommendation: This position is vacant due to an internal transfer. The Housekeepers are responsible for maintaining all Brown County buildings to ensure safety and cleanliness for visiting community members and Brown County employees. Without refilling this position in a timely manner, there will be an increase in Housekeeper overtime as well the need for temporary services in order to make up for the vacancy. I recommend for approval. Camille Stymiest, Human Resources Analyst

Contact: Paul Fontecchio
920-662-2170

PUBLIC WORKS DEPARTMENT

Brown County

2198 GLENDALE AVENUE
GREEN BAY, WI 54303
PHONE (920) 492-4925 FAX (920) 434-4576
EMAIL: bc_highway@co.brown.wi.us

PAUL A. FONTECCHIO, P.E.
INTERIM DIRECTOR

April 20, 2016

TO: Troy Streckenbach, County Executive
Chad Weininger, County Director of Administration
Brittany Zaehring, Human Resources Director

FROM: Paul Fontecchio, Interim Director
Brown County Public Works

SUBJECT: Request to Fill – Highway Crew Position as stated in the Table of Organization

Please find the following justification to fill a vacant Highway Crew position:

1. ***Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A1 form).***

Yes it is current.

2. ***Are the duties of the position related to an essential (mandatory) service? If yes, please explain.***

Yes, the Highway Crew positions are related to essential services. Keep in mind a large portion of all Highway Crew positions are funded by outside sources, one of the largest being the Wisconsin Department of Transportation (WisDOT), whereby we provide maintenance services all year long. These positions are key components for winter operations. We provide 24/7 services all year long, which the majority are for winter operations. To be able to accommodate 24/7 operators, and the current contract set for crew to work 16 hours, we need all of the Laborer positions filled for coverage and safety of the crew and traveling public. Summer operations are just as important and include services to WisDOT. In addition to State work, we have maintenance on the County to keep up with also (i.e., ditching, shouldering, surface maintenance, guardrail, mowing and traffic operations, including signing and pavement marking). We are required to follow many laws and regulations such as reduction in suspended solids, which is more outlet clean-up and sweeping, an extensive sign inventory system of signs to keep up on retroreflectivity standards, just to name a couple. Also, in summer we have the other crews such as paving crew, construction crew and drainage crews in addition to the other summer maintenance activities.

3. ***Describe job performance measures for this position (clients, caseload, work output, etc.)***

Brown County is among one of the largest counties in the State of Wisconsin in population and lane miles. Our Public Works crews carry out winter and summer roadway and bridge maintenance on approximately 785 lane miles of County highways and 713 lane miles of State highways. We also provide a variety of services to other Brown County departments. Over the next few years, our operations will be directly affected by the STH 29 & USH 41 reconstruction projects. Once these 2 projects are complete, we will have approximately 65 additional lane miles and 20 roundabouts to plow and maintain.

HIGHWAY CREW JUSTIFICATION
PAGE 2

- 4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.**

In order to maintain the services to ensure the entire County is covered for liability purposes and regulations, we need to continue to staff for these requirements. We have taken steps to save on services whenever possible, including the use of a "skeleton crew" at night during certain storm events, in addition to allowing the crew to take time off work without pay an hour or two at a time if they started early or have adequate overtime as long as it does not hinder our operations.

- 5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?**

Yes, there are budgeted funds and/or outside funding (WisDOT) to cover the vacant Highway Laborer position.

- 6. What is the impact of not filling the position in: 3 months? 6 months? 12 months? Not at all?**

The current position should be filled as soon as possible to allow for the proper training as the major WisDOT STH 29 & USH 41 projects are scheduled to be completed very soon; whereby this will add to the Department's lane maintenance miles.

Budget Impact Calculation

Department: Public Works (Highway)
Position: Highway Crew

Partial Budget Impact: 04/25/16 - 12/31/16 35 Weeks

Salary	\$ 32,200.00
Fringe Benefits	<u>\$ 11,486.06</u>
	\$ 43,686.06

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary	\$ 47,840.00
Fringe Benefits	<u>\$ 17,065.00</u>
	\$ 64,905.00

Note: this position is in the 2016 budget

Position vacated: 4/25/2016

Budgeted hourly wage rate: \$23.00
Class/Comp Grade & Range: PG:14 Min: \$16.87 Market: \$21.08 Max: \$25.30

Total Number of FTEs Budget for this position title in budget:	68
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	68
Number of FTEs filled with this position vacant:	66
Percent of this position staffed:	97%

Analyst Recommendation: Highway Crew is responsible for the year round maintenance of the Brown County highways and roads. In the winter they are responsible for a large snow removal operation to ensure public safety. It is important that Public Works has a full staff to ensure around the clock coverage. I recommend for approval. Camille Stymiest, Human Resources Analyst.

Contact: Paul Fontecchio
920-662-2170

PUBLIC WORKS DEPARTMENT

Brown County

2198 GLENDALE AVENUE
GREEN BAY, WI 54303

PHONE (920) 492-4925 FAX (920) 434-4576
EMAIL: bc_highway@co.brown.wi.us

PAUL A. FONTECCHIO, P.E.
INTERIM DIRECTOR

March 10, 2016

TO: Troy Streckenbach, County Executive
Chad Weininger, County Director of Administration
Brittany Zaehring, County Human Resources Director

FROM: Paul Fontecchio, Interim Director
Brown County Public Works

SUBJECT: Request to Fill ^{Sign} Highway Crew Position as stated in the Table of Organization (+2)

Please find the following justification to fill a vacant Highway Crew position:

1. ***Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A1 form).***

Yes it is current.

2. ***Are the duties of the position related to an essential (mandatory) service? If yes, please explain.***

Yes, the Highway Crew positions are related to essential services. Keep in mind a large portion of all Highway Crew positions are funded by outside sources, one of the largest being the Wisconsin Department of Transportation (WisDOT), whereby we provide maintenance services all year long. These positions are key components for winter operations. We provide 24/7 services all year long, which the majority are for winter operations. To be able to accommodate 24/7 operators, and the current contract set for crew to work 16 hours, we need all of the Laborer positions filled for coverage and safety of the crew and traveling public. Summer operations are just as important and include services to WisDOT. In addition to State work, we have maintenance on the County to keep up with also (i.e., ditching, shouldering, surface maintenance, guardrail, mowing and traffic operations, including signing and pavement marking). We are required to follow many laws and regulations such as reduction in suspended solids, which is more outlet clean-up and sweeping, an extensive sign inventory system of signs to keep up on retroreflectivity standards, just to name a couple. Also, in summer we have the other crews such as paving crew, construction crew and drainage crews in addition to the other summer maintenance activities.

3. ***Describe job performance measures for this position (clients, caseload, work output, etc.)***

Brown County is among one of the largest counties in the State of Wisconsin in population and lane miles. Our Public Works crews carry out winter and summer roadway and bridge maintenance on approximately 785 lane miles of County highways and 713 lane miles of State highways. We also provide a variety of services to other Brown County departments. Over the next few years, our operations will be directly affected by the STH 29 & USH 41 reconstruction projects. Once these 2 projects are complete, we will have approximately 65 additional lane miles and 20 roundabouts to plow and maintain.

- 4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.**

In order to maintain the services to ensure the entire County is covered for liability purposes and regulations, we need to continue to staff for these requirements. We have taken steps to save on services whenever possible, including the use of a "skeleton crew" at night during certain storm events, in addition to allowing the crew to take time off work without pay an hour or two at a time if they started early or have adequate overtime as long as it does not hinder our operations.

- 5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?**

Yes, there are budgeted funds and/or outside funding (WisDOT) to cover the vacant Highway Laborer position.

- 6. What is the impact of not filling the position in: 3 months? 6 months? 12 months? Not at all?**

The current position should be filled as soon as possible to allow for the proper training as the major WisDOT STH 29 & USH 41 projects are scheduled to be completed very soon; whereby this will add to the Department's lane maintenance miles.

Budget Impact Calculation

Department: Public Works (Highway)
Position: Sign Crew (x2)

Partial Budget Impact: 04/15/16 - 12/31/16 32 Weeks

Salary \$ 58,880.00

Fringe Benefits \$ 21,075.69

\$ 79,955.69

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary \$ 95,680.00

Fringe Benefits \$ 34,248.00

\$ 129,928.00

Note: this position is in the 2016 budget

Position vacated: 3/24/2016 & 4/15/2016

Budgeted hourly wage rate: \$23.00

Class/Comp Grade & Range: PG: 14 Min: \$16.87 Mkt: \$21.08 Max: \$25.30

Total Number of FTEs Budget for this position title in budget: 68

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 68

Number of FTEs filled with this position vacant: 66

Percent of this position staffed: 97%

Analyst Recommendation: One position is vacant due to resignation; the other position is vacant due to retirement. This position is responsible for the year round maintenance of the Brown County highways and roads, as well coverage within the sign shop at the Duck Creek facility when needed. In the winter they are responsible for a large snow removal operation to ensure public safety. It is important that Public Works has a full staff to ensure around the clock coverage. I recommend for approval. Camille Stymiest, Human Resources Analyst

Contact: Paul Fontecchio 920.662.2170

REGISTER OF DEEDS

Brown County



305 E. WALNUT STREET

P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-4470 FAX (920) 448-4449

E-Mail: williquette_ca@co.brown.wi.us

CATHY WILLIQUETTE LINDSAY CPM

Register of Deeds

May 4, 2016

TO: Troy Streckenbach, County Executive
Chad Weininger, Director of Administration

FROM: Cathy Williquette Lindsay
Register of Deeds

SUBJECT: Request to Fill – Records Specialist Position

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A1 form.) Position description is current.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Yes, this cross-trained position is responsible for the review, acceptance or rejection of real estate documents for recording and the issuance of certified copies of vital records. First point of contact for the public in matters requiring real estate document recording and in applying for certified copies of vital records.

3. Describe job performance measurement for this position (clients, caseload, and work output):

Reviews and accepts or rejects for recording, real estate documents and Wisconsin Real Estate Transfer Returns according to Wisconsin Statutes.

Prep, scan, process, post and return real estate documents.

Records, Indexes and maintains Grantor Grantee Reception Index according to Wisconsin Statutes.

Validates Stipulation and Waiver Agreements for the Wisconsin Department of Safety and Professional Services (DSPS) as authorized agent of DSPS.

Performs daily balance of eRETR receipts with DOR report.

Processes and issues copies and certified copies of real estate and vital records.

Obtains Provides information from the public for the completion of forms, documents, records.

Verifies direct and tangible interest according to standards set by law.

Performs receptionist duties, answers questions regarding departmental regulations and policies, or refers inquiries to the proper official and/or department.

Redacts and indexes pre-1996 real estate documents.

Back scans and indexes older vital records, as time permits.

Obtains information from the public for the completion of forms, documents, records, etc.
Instructs and trains lower level new employees.

Assists the public in searching for information and answers inquiries of a complex nature.

Assists and instructs genealogists/customers on how to search public indexes and records.

Checks a variety of documents, reports, and forms for accuracy and makes necessary corrections.

Receives payments, issues receipts and accounts for monies handled and prepares cash report.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

This is a fairly new created cross-trained position that provides customer service in both the real estate and vital records departments of the office. Former Records Specialist was promoted to Real Estate Specialist May 4, 2016. Should be noted that since 2013 we have reduced overall fulltime FTE's by 2.25 positions.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

YES

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all? We are going into our busiest time of the year for both real estate recordings and marriages. Not filling will create a substantial delay in timeliness of service to public.

Budget Impact Calculation

Department: Register of Deeds
Position: Records Specialist

Partial Budget Impact: 5/16/16 - 12/31/16 32 Weeks

Salary	\$ 22,361.85
Fringe Benefits	<u>\$ 9,444.92</u>
	\$ 31,806.77

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary	\$ 36,338.00
Fringe Benefits	<u>\$ 15,348.00</u>
	\$ 51,686.00

Note: this position is in the 2016 budget

Position vacated: 5/4/2016

Budgeted hourly wage rate: \$17.47

Class/Comp Grade & Range: PG: 17 Min: \$13.57 Market: \$16.96 Max: \$20.35

Total Number of FTEs Budget for this position title in budget:	1
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	1
Number of FTEs filled with this position vacant:	0
Percent of this position staffed:	0%

Analyst Recommendation: This position is responsible for being the first main contact with the public in the Register of Deeds office. The position assists with real estate documents and vital records requests, verifies documents are accurate and filled out correctly for submission. Human Resources recommends approval to fill this vital position. Christina Connell Senior Analyst

Contact:

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ATTORNEY BILLS SUBMITTED TO THE EXECUTIVE COMMITTEE				
FOR May 10, 2016 MEETING				
LAW FIRM	INVOICE NUMBER	DATE	AMOUNT	FOR
ATTY. GARY WICKERT	12W27-04282016	4/26/2016	\$ 4,741.50	Airport General
MICHAEL, BEST & FRIEDRICH LLP	1397182	4/7/2016	\$ 3,394.50	Fox River Cleanup - Insurance
von Briesen & Roper, S.C.	213669	4/22/2016	\$960	Labor matters
von Briesen & Roper, S.C.	212493	4/6/2016	\$44	Labor matters
von Briesen & Roper, S.C.	213670	4/22/2016	\$1,694	Labor matters
von Briesen & Roper, S.C.	213146	4/13/2016	\$1,518	Labor matters
Godfrey & Kahn	66178	4/11/2016	2,605.50	Labor and Employment issues
James O'Neil	56636	3/31/2016	2,629.00	Substantiation Hearing

Calewerts, Duffy, Gagan & Erdman	2015CV1606	4/6/2016	845.50	Professional Services
		Total ----	\$ 18,432.20	

GARY A. WICKERT, S.C.

Attorney and Counselor at Law
801 E. WALNUT • P.O. BOX 1656
GREEN BAY, WISCONSIN 54305

Gary A. Wickert

Telephone (920) 433-9425

Fax (920) 432-9188
wicklaw@gbonline.com

April 26, 2016

Brown County Airport
P.O. Box 23600
Green Bay WI 54305-3600

RECEIVED
APR 27 2016
Brown County
Corporation Counsel

Re: General Matters
Our File No. 12 W 27 4282016

STATEMENT

<u>DATE</u>	<u>FOR SERVICES RENDERED:</u>	<u>HOURS</u>
4/5	Correspondence for Attorney Scott Wochos re: lease; Letter to Tom Miller; Correspondence from Sue Bertrand; Review information re: Jet Air 2015 revenue; Phone conference with Scott Wochos; Phone conference with Sue Bertrand re: ground lease and Jet Air report	.50 .25 .30 .40
4/6	Review information from Sue Bertrand re: revenue reported to Airport re: Jet Air; Phone conference with Sue Bertrand re: Jet Air, etc.; Letter from Tom Miller re: lease; Review Jet Air lease; Letter to Tom Miller re: Jet Air financial	1.20 .30 .40
4/11	Review subfile re: News & Gift Concession Agreement; Review advertising/promotion (Arketype) re: copyright; Letter from Sue Bertrand with proposed letter to Jet Air; Phone conference with Tom Miller and Sue Bertrand re: News & Gift and RFP Adv & Promo; Letter to Tom Miller re: Second Amendment to D.M.H., Inc.; Prepare paragraph for letter to Arketype; Letter to Tom Miller and Sue Bertrand re: Arketype; Review proposed copyright provision	 1.00 .20 .50 .30
4/12	Phone conference with Tom Miller and Marty Piette re: lease; Phone conference with Sue Bertrand re: Jet Air, etc.; Phone conference with Scott Wochos re: Lease (2 calls);	1.00 .65 .50

Page Two
April 26, 2016

4/12	Phone conference with Tom Miller and Sue Bertrand re: lease;	.40
	Begin review of lease	.85
4/13	Phone conference with Sue Bertrand re: FAA Lease extension;	.15
	Complete lease revisions;	
	Letter to Tom Miller;	1.50
	Review and revise ground lease;	
	Phone conference with Tom Miller re: ground lease	.85
4/14	Letter from Tom Miller with copy of Second Amendment - Airport News & Gift	.10
4/15	Review TNC agreement Milwaukee;	
	Correspondence from Tom Miller re: FAA;	
	Phone conference with Tom Miller re: lease, TNC, etc.	1.25
4/18	Review correspondence from Tom Miller re: lease;	
	Phone conference with Tom Miller re: lease;	
	Revise lease;	
	Letter to Scott Wochos;	.50
	Letter from Sue Bertrand re: Jet Air;	.10
	Phone conference with Tom Miller re: right to use ramp for service road;	.50
	Letter to Scott Wochos re: use of ramp;	.20
	Revise Scott Wochos letter;	.15
	Correspondence from Tom Miller with hangar diagram and review;	
	Phone conference with Tom Miller re: hangar diagram	.40
4/19	Letter to Scott Wochos	.15
4/21	Letter from Sue Bertrand re: agreement with Krome	.10
4/25	Review lease file;	
	Phone conference with Scott Wochos;	
	Phone conference with Sue Bertrand;	.70
	Email from Scott Wochos and review revised lease	.30
4/26	Prepare service road/ramp provisions for lease;	
	Letter to Tom Miller re: lease;	.50
	Phone conference with Tom Miller re: lease;	.20
	Phone conference with Scott Wochos	.15
	TOTAL HOURS:	16.35

16.35 HOURS @ \$290.00 PER HOUR = \$4,741.50

AMOUNT DUE ON ACCOUNT: \$4,741.50

Thank you.
GAW:prn



MICHAEL BEST

& FRIEDRICH LLP

CONFIDENTIAL

Juliana Ruenzel, Corporation Counsel
Brown County Corporation Counsel
Northern Building - Room 680
305 East Walnut Street
PO Box 23600
Green Bay, WI 54305-3600

Michael Best & Friedrich LLP
Attorneys at Law
One South Pinckney Street
Suite 700
P.O. Box 1806
Madison, WI 53701-1806
Phone 608.257.3501
Fax 608.283.2275
www.michaelbest.com

EIN 39-0934985

Remittance for Payments:
Michael Best & Friedrich LLP
PO Box 88462
Milwaukee, WI 53288-0462

Wire Transfer Instructions
Bank Name: BMO Harris Bank, N.A.
111 W. Monroe Street, Chicago, IL 60603
ABA Routing # 071000288
Name of Acct: Michael Best & Friedrich LLP
Acct # 0024122010
SWIFT Code: HATRUS44

RECEIVED BY
APR 13 2016
Brown County
Corporation Counsel

Invoice Date April 7, 2016
Invoice No. 1397182

Client/Matter 018236-0047 Fox River Fiber Sludge Disposal Matter

For professional services rendered through March 31, 2016, as follows:

<u>Date</u>	<u>Timekeeper</u>	<u>Narrative</u>	<u>Hours</u>	<u>Total</u>
3/25/16	I Pitz	Review Fox River Fiber complaint; begin work on answer; discussion with Dean Haen regarding status of response to Outagamie County.	1.20	\$ 558.00
3/28/16	I Pitz	Teleconference with Dean Haen regarding changes in corporation counsel's office, answer to complaint, and letter to Outagamie County; teleconference with Brown County Executive regarding same; review letter to Outagamie County.	2.20	1,023.00
3/29/16	I Pitz	Teleconference with Fox Fiber Fiber counsel regarding dispute with Outagamie County; update client regarding same.	0.40	186.00
3/30/16	I Pitz	Draft answer to Fox River Fiber complaint; discussion regarding same with Dean Haen; revise answer.	3.50	1,627.50
Total Hours and Services			7.30	\$ 3,394.50

Michael Best & Friedrich LLP
 One South Pinckney Street, Suite 700
 P.O. Box 1806
 Madison, WI 53701-1806

Invoice 1397182
 018236-0047
 April 7, 2016
 Page 2 of 2

Disbursements:

<u>Date</u>	<u>Description</u>	<u>Total</u>
	Postage	\$ 1.64
Total Disbursements		\$ 1.64

Total Services	\$ 3,394.50
Total Disbursements	1.64
Total This Invoice	\$ 3,396.14

Outstanding Invoices:

<u>Date</u>	<u>Invoice</u>	<u>Total</u>	<u>Credits</u>	<u>Balance</u>
3/9/16	1392162	\$ 186.00	\$ 0.00	\$ 186.00
4/7/16	1397182	3,396.14	0.00	3,396.14
Outstanding Due:				3,582.14

Outstanding Invoice Aging:

<u>0-30</u>	<u>31-60</u>	<u>61-90</u>	<u>91-120</u>	<u>121+</u>
3,582.14	0.00	0.00	0.00	0.00

Timekeeper Breakdown:

<u>Timekeeper</u>	<u>Title</u>	<u>Hours Billed</u>	<u>Billed per Hour</u>	<u>Bill Amount</u>
I Pitz	Partner	7.30	\$ 465.00	\$ 3,394.50
Totals		7.30		\$ 3,394.50

13

GODFREY KAHN^{SC}

833 EAST MICHIGAN STREET • SUITE 1900
MILWAUKEE, WISCONSIN 53202-5615
TEL: 414.273.3500 FAX: 414.273.5168
www.GKLAW.COM

RECEIVED

APR 15 2016

Brown County
Attn: Brittany Zaehring
Human Resources Director
305 East Walnut Street, #620
Green Bay, WI 54301

HUMAN RESOURCES

April 11, 2016

Invoice No. 661788
Matter No. 006076-0098

Billing Attorney:
Aaron McCann

Re: 2016 Miscellaneous Labor and Employment Issues

RECEIVED BY
APR 18 2016
Brown County
Corporation Counsel

Invoice Total	\$ 2,605.50
Prior Balance Due	\$ 0.00
Total Amount Now Due	<u>\$ 2,605.50</u>

PAYMENT IS DUE 30 DAYS FROM DATE OF INVOICE
PLEASE RETURN THIS COPY WITH YOUR REMITTANCE

PLEASE SEND ALL PAYMENTS TO:
GODFREY & KAHN, BIN #318, MILWAUKEE, WI 53288-0318
FED ID 39-1128206

WIRE INSTRUCTIONS: BANK NAME BMO HARRIS BANK N.A. BANK ABA #071000288 ACCOUNT NAME GODFREY & KAHN S.C.
ACCOUNT NO. 4291-714 SWIFT CODE HATRUS44 (FOR FOREIGN WIRES)

OFFICES IN MILWAUKEE, MADISON, WAUKESHA, GREEN BAY, APPLETON WI, AND WASHINGTON, DC

Brown County
Attn: Brittany Zaehringer
Human Resources Director
305 East Walnut Street, #620
Green Bay, WI 54301

April 11, 2016

Invoice No. 661788
Matter No. 006076-0098

Billing Attorney:
Aaron McCann

Re: 2016 Miscellaneous Labor and Employment Issues

For Legal Services Rendered Through March 31, 2016

Date	Timekeeper	Description	Hours	Amount
03-08-2016	Aaron McCann	Initial review of Brown County policies; research regarding employee privacy in the electronic workspace.	1.40	357.00
03-10-2016	Aaron McCann	Review and analyze Mobile Data and Communication Devices and Information Technology Usage Policies; review redline comparison with former Brown County policies; evaluate applicability of Wis. Stat. 995.55; reasonable expectations of privacy in context of public employee electronic devices; and GPS location tracking and privacy.	3.30	841.50
03-11-2016	Aaron McCann	Prepare draft of analysis summary to Ms. Zaehringer; e-mail Ms. Zaehringer regarding status of review.	1.40	357.00
03-14-2016	Aaron McCann	Edit proposed policies and insert inline comments.	0.80	204.00
03-18-2016	John Haase	Review and revise proposed policy revisions; conference with Mr. McCann regarding same.	1.50	540.00

Date	Timekeeper	Description	Hours	Amount
03-18-2016	Aaron McCann	Conference with Mr. Haase regarding policies and implications; review and incorporate suggested edits; e-mail to Ms. Zaehringer.	1.20	306.00
Total Fees			\$	2,605.50
Total Disbursements			\$	0.00
Total For This Invoice			\$	<u>2,605.50</u>

We adjust our hourly billing rates effective January 1 of each year. Accordingly, billing rate changes are reflected on this statement for work performed in 2016. Information regarding the hourly rates applicable to our attorneys and other personnel working on your matters is available on request from our billing department.

JAMES P. O'NEIL
ATTORNEY AT LAW
403 S. Jefferson Street
P.O. Box 1625
Green Bay, WI 54305-1625

Brown County Human Services Department
PO Box 23600
Green Bay WI 54305-3600

Page: 1
03/31/16
Account No: 352-000N
Statement No: 56636

- Derek Hanek
Substantiation Hearing

Interim Statement

	Hours
10/29/15 Receipt and Review of letter and email from Samantha regarding trial date	.20
Receipt and Review of letter and email from Samantha regarding trial date	.20
11/06/15 Receipt and Review of letter, witness list and offer of proof, review CCAP regarding parties	.50
Receipt and Review of email regarding new trail date	.10
11/12/15 Receipt and Review of letter from Lisa Metz, review statutes, telephone conference with Lisa Metz	.40
11/17/15 Review File and review documents, prepare for hearing, review various emails from Lisa Metz	1.50
11/18/15 Review File and prepare for hearing, personal appearance at hearing, review letter and documents from Atty Wagner, review ccap	5.80
01/05/16 Receipt and Review of email from Lisa regarding scheduling, prepare email to Lisa regarding scheduling, review file, review email from Lisa regarding scheduling appointment	.50

Hmedion

J Cheslock
4-21-16
OK to pay

Brown County Human Services Department

Page: 2
03/31/16
Account No: 352-000N
Statement No: 56636

Derek Hanek
Substantiation Hearing

	Hours
01/06/16 Receipt and Review of email Lisa, prepare email to Lisa, review email from Lisa	.30
01/08/16 Receipt and Review of letter from Brown County Corp counsel	.10
01/14/16 Personal Appearance Atty Wagners office, conference with with Mr. Haneks mother, review file	.60
02/24/16 Review File and review documents in preparation for hearing	1.00
02/25/16 Review File, review documents, prepare for hearing, personal appearance at hearing	1.80
02/27/16 Review File and review documents, evidence	.70
02/28/16 Review File and review documents, evidence	1.50
03/11/16 Review evidence, exhibits	.70
03/12/16 Review minor child's interview, review audio CD of hearing	4.00
03/13/16 Review File and review exhibits, prepare draft of decision, prepare email to Lisa	2.00

Brown County Human Services Department

Derek Hanek
Substantiation Hearing

Page: 3
03/31/16
Account No: 352-000N
Statement No: 56636

	Hours	
03/14/16 Receipt and Review of email from Lisa Metz, prepare email to Lisa Metz, prepare written decision	1.40	
03/15/16 Review and Revise decision, prepare letter regarding decision	.60	
For Current Services Rendered	23.90	2629.00
Total Current Work		2629.00
Balance Due		<u>\$2,629.00</u>

CD
GE **CALEWARTS, DUFFY,**
GAGAN & ERDMAN
Associated Attorneys

KENNETH G. CALEWARTS

DENNIS M. DUFFY

ROBERT R. GAGAN

ERIC R. ERDMAN

716 PINE STREET, P.O. BOX 488
GREEN BAY, WISCONSIN 54305-0488
TELEPHONE (920) 432-4391
FACSIMILE (920) 432-4158
www.cdgelaw.com

RAYMOND E. EVRARD
(1894-1974)
JOHN P. DUFFY
(1921-1990)
JOSEPH P. HOLMAN
(1915-2003)
WAYNE R. PETERSON
(RETIRED)

Mr. Paul Zeller
Brown County Treasurer
P.O. Box 23600
Green Bay WI 54301

April 06, 2016

Re: In the Matter of the Foreclosure of Tax Liens Pursuant
to Section 75.521, Wisconsin Statutes, by Brown County
List of Tax Liens for 2012, Number 1
Brown County Case No. 2015CV1606

Professional Services

	<u>Hours</u>
11/18/2015 - Telephone conference with Brown County Treasurer re: initiating new foreclosure proceedings, publication, parcels, filing foreclosure action with the Clerk of Circuit Courts, GAL Order and letter to interested persons.	0.30
12/1/2015 - Print and review email from the Brown County Treasurer with copy of Order Appointment Guardian Ad Litem; Prepare GAL letter for inclusion with Brown County's mailing to interested persons for the 2015 In Rem proceedings; Prepare instructions and hand deliver Guardian Ad Litem letter to Brown County Treasurer's office. - Review authenticated copy of List of Tax Liens of Brown County Being Foreclosed by Proceedings In Rem for 2012, Number 1, Case No. 2015 CV 1606, Notice of Commencement of Proceedings In Rem to Foreclosure Tax Liens by Brown County, Application for an Order Appointing Guardian ad Litem, set up file, calendar last date of redemption.	0.80
12/3/2015 - Print and review email from the Treasurer re: confirm receipt of GAL letter for mailing and request for previous year GAL statement for services.	0.20
12/7/2015 - Prepare email to the Treasurer re: correction in the last day of redemption for In Rem Proceedings 2015CV1606. - Review memo telephone conference with Jeff Narges, Item No. 86, Mortgage, referred to Treasurer's office. - Review memo telephone conference with Moises Centeno re: Item No. 8, homestead, referred to Treasurer's office for payment amount.	0.20 0.30
12/8/2015 - Print and review email from Assistant Corporation Counsel Brent Haroldson re: researching statutes on In Rem Proceedings notification and amending pleadings to correct date of redemption and republishing consistent with State statute.	0.20
12/9/2015 - Print and review email from the Treasurer re: In Rem Proceedings, date.	0.10
12/10/2015 - Print and review email from the Treasurer with attached Amended Notice of Commencement of Proceeding In Rem To Foreclose Tax Liens by Brown County, Case No. 2015CV1606 and copy of letter to property owners.	0.20

	<u>Hours</u>
12/10/2015 - Review memo telephone conference with Javier Inca re: Item No. 121, owner, referred to Treasurer's office to discuss new mailing address and payment amount.	0.20
1/20/2016 - Telephone conference with Attorney Tom Keidatz re: client owning rental property subject to foreclosure, last date for redemption, payment discussions and referral to Brown County Treasurer Item No. 185.	0.20
1/22/2016 - Review memo telephone conference with Michelle Bader re: Item No. 155, referred to Brown County Treasurer for payment amount.	0.20
2/3/2016 - Prepare email correspondence to the Treasurer and Assistant Corporation Counsel re: status of In Rem proceedings and scheduling meeting to discuss list of unredeemed parcels subject to foreclosure. - Print and review emails from the Brown County Treasurer and Assistant Corporation Counsel with available dates for meeting to discuss unredeemed parcels, Motion Hearing scheduled for April 8, 2016 before Judge Hock.	0.30
2/4/2016 - Print and review email from the Brown County Treasurer with alternative date for meeting to discuss unredeemed parcels. - Review emails confirming meeting for February 29, 2016 and calendar.	0.20
2/22/2016 - Telephone conference with Scott Gruselle In Rem Item No. 51 wife's disability, hardship, economic circumstances, no incompetency, Court hearing.	0.30
2/29/2016 - Review file for meeting at the Brown County Treasurer's office; Travel and attend meeting at the Treasurer's office with the Treasurer, Asst. Corporation Counsel and Corey re: review list of 84 unredeemed parcels, incompetent with established guardianship, personal service subpoena for default motion hearing before Judge Hock.	1.30
3/2/2016 - Review 2014 In Rem proceedings re: June Dessart guardianship paperwork for the 2015 In Rem proceedings.	0.20
3/7/2016 - Receipt and review correspondence from the Assistant Corp Counsel with attached authenticated copy of Brown County's Notice of Motion and Motion for Default Judgment In the Matter of the Foreclosure of Tax Liens, review file for Motion Hearing.	0.30
3/31/2016 - Review memo telephone conference with Rod Schroeder re: receipt of subpoena for Items 134, 135, 136 and 137, giving up property to Brown County.	0.20
4/5/2016 - Review the list of Foreclosure of Tax Liens and prepare GAL Report to the Court with copy to Brown County Treasurer Paul Zeller and Assistant Corporation Counsel Brent Haroldson; Prepare correspondence to the Court with Report.	0.70
4/8/2016 ANTICIPATED TIME: Travel and attend motion hearing before Judge Hock on In Rem Foreclosure; Conference with property owners;; Receipt authenticated copies of Judgment Order and other In Rem filings.	2.50

For professional services rendered

8.90

Amount

\$845.50

PLEASE MAKE REMITTANCE PAYABLE TO ATTORNEY DENNIS M. DUFFY

4.12.16

Paul Zeller

TAX DEED

\$ 845.50

Duffy, Dennis M.

Attorney at Law

PO Box 488

Green Bay, WI 54305

RECEIVED BY
APR 25 2016
Brown County
Corporation Counsel

BROWN COUNTY
ATTN: KRISTEN HOOKER
305 EAST WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

INVOICE NO. 213669
INVOICE DATE APRIL 22, 2016
TAX ID. 39-1576289

CLIENT NO. 009948

HEALTH INSURANCE LITIGATION

BALANCE FORWARD THIS MATTER	pd 4/25/16 - \$1,849.25
CURRENT FEES THIS MATTER	\$836.00
CURRENT DISBURSEMENTS THIS MATTER	\$124.20

CURRENT FEES	\$836.00
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CURRENT DISBURSEMENTS	\$124.20
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TOTAL CURRENT CHARGES THIS BILL	<u>\$960.20</u>
---------------------------------	-----------------

BALANCE FORWARD	\$1,849.25
-----------------	------------

TOTAL AMOUNT DUE	<u>\$2,809.45</u>
------------------	-------------------

BROWN COUNTY
ATTN: KRISTEN HOOKER
305 EAST WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

INVOICE 213669
INVOICE DATE APRIL 22, 2016
TAX ID. 39-1576289
ATTY. DANIEL J. BOROWSKI

HEALTH INSURANCE LITIGATION

MATTER NO. 009948-00009

PROFESSIONAL SERVICES RENDERED THROUGH MARCH 31, 2016

03/28/16	DJB ANALYSIS AND EVALUATION OF INFORMATION RECEIVED FROM COUNTY REGARDING HEALTH CARE PLAN DESIGN CHANGES FROM 2011 TO 2013 IN PREPARATION FOR STATUS CONFERENCE BEFORE JUDGE HAMMER AND ASSESSING PROSPECTS OF PREVAILING ON SUMMARY JUDGMENT; DRAFT CORRESPONDENCE TO COUNSEL FOR THE ASSOCIATION REGARDING HEALTH CARE PLAN DESIGN CHANGES; CONFER WITH BROWN COUNTY HUMAN RESOURCES REGARDING ADDITIONAL INFORMATION NEEDED REGARDING HRA AMOUNTS FOR DEPUTIES AND TIMING OF CONTRIBUTIONS. ANALYSIS AND EVALUATION OF DEFENSES TO PLAINTIFFS' BREACH OF THE DUTY TO BARGAIN CLAIMS IN LIGHT OF MATERIALS RECEIVED FROM THE COUNTY.	3.80	836.00
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CURRENT FEES FOR THIS MATTER

\$836.00

BROWN COUNTY
009948-00009

PAGE 2

DISBURSEMENTS

03/15/16 TRAVEL EXPENSES - RE: MILEAGE TO AND FROM BROWN COUNTY FOR STATUS CONFERENCE (230 MILES) 02/12/16	124.20
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CURRENT DISBURSEMENTS FOR THIS MATTER	<u>124.20</u>
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BILLING SUMMARY

CURRENT FEES FOR THIS MATTER	\$836.00
------------------------------	----------

CURRENT DISBURSEMENTS FOR THIS MATTER	\$124.20
---------------------------------------	----------

TOTAL CURRENT CHARGES THIS MATTER	<u>\$960.20</u>
-----------------------------------	-----------------

BALANCE FORWARD	\$1,849.25
-----------------	------------

TOTAL AMOUNT DUE FOR THIS MATTER	<u>\$2,809.45</u>
----------------------------------	-------------------

von Briesen

von Briesen & Roper, S.C. Attorneys at Law

RECEIVED BY
APR 13 2016
Brown County
Corporation Counsel

BROWN COUNTY
ATTN: JULIANA RUENZEL &
KRISTEN HOOKER
305 EAST WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

INVOICE NO. 212493
INVOICE DATE APRIL 6, 2016
TAX ID. 39-1576289

CLIENT NO. 009948

PERSONNEL MATTERS

BALANCE FORWARD THIS MATTER	\$352.00
CURRENT FEES THIS MATTER	\$44.00

CURRENT FEES

\$44.00

TOTAL CURRENT CHARGES THIS BILL

\$44.00

BALANCE FORWARD

paid 4/23/16 - \$352.00

TOTAL AMOUNT DUE

\$396.00

BROWN COUNTY
ATTN: JULIANA RUENZEL &
KRISTEN HOOKER
305 EAST WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

INVOICE 212493
INVOICE DATE APRIL 6, 2016
TAX ID. 39-1576289
ATTY. JAMES R. KOROM

PERSONNEL MATTERS

MATTER NO. 009948-00001

PROFESSIONAL SERVICES RENDERED THROUGH MARCH 31, 2016

03/15/16 CONSIDER DRAFTING STRATEGY IN AGREEMENT THAT
EMPLOYEE WILL NOT SEEK UNEMPLOYMENT BENEFITS.

CURRENT FEES FOR THIS MATTER \$44.00

BILLING SUMMARY

CURRENT FEES FOR THIS MATTER	\$44.00
TOTAL CURRENT CHARGES THIS MATTER	\$44.00
BALANCE FORWARD	\$352.00
TOTAL AMOUNT DUE FOR THIS MATTER	\$396.00

von Briesen

von Briesen & Roper, S.C. Attorneys at Law

BROWN COUNTY
ATTN: KRISTEN HOOKER
305 EAST WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

INVOICE NO. 213670
INVOICE DATE APRIL 22, 2016
TAX ID. 39-1576289

CLIENT NO. 009948

GENERAL

BALANCE FORWARD THIS MATTER
CURRENT FEES THIS MATTER

paid 4/28/16 - \$132.00
\$770.00

JOSEPH SEYMOUR RESIGNATION AGREEMENT
BALANCE FORWARD THIS MATTER
CURRENT FEES THIS MATTER

RECEIVED BY
APR 25 2016

paid 4/28/16 - \$1,738.00
\$924.00

CURRENT FEES

\$1,694.00

TOTAL CURRENT CHARGES THIS BILL

\$1,694.00

BALANCE FORWARD

\$1,870.00

TOTAL AMOUNT DUE

\$3,564.00

Brown County
Corporation Counsel

BROWN COUNTY
ATTN: KRISTEN HOOKER
305 EAST WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

INVOICE 213670
INVOICE DATE APRIL 22, 2016
TAX ID. 39-1576289
ATTY. DANIEL J. BOROWSKI

GENERAL

MATTER NO. 009948-00008

PROFESSIONAL SERVICES RENDERED THROUGH MARCH 31, 2016

03/02/16	DJB ANALYSIS AND EVALUATION OF COLLECTIVE BARGAINING AGREEMENT BETWEEN BROWN COUNTY AND ITS LAW ENFORCEMENT SUPERVISORS FOR PURPOSES OF ISSUING AN OPINION ON THE DUTY TO BARGAIN WITH THE SUPERVISORY UNIT. CONFER WITH THE SHERIFF'S OFFICE REGARDING HISTORY BEHIND THE SUPERVISORY BARGAINING UNIT AND PURPOSES FOR MAINTAINING THE UNIT. BEGIN DRAFTING MEMO TO HUMAN RESOURCES DIRECTOR REGARDING STRATEGY FOR ADDRESSING THE SAME.	1.10	242.00
03/04/16	DJB CONFER WITH GENERAL COUNSEL FOR THE WISCONSIN EMPLOYMENT RELATIONS COMMISSION ON THE COMMISSION'S CURRENT POSITION REGARDING THE DUTY TO BARGAIN WITH LAW ENFORCEMENT SUPERVISORY UNITS. COMPLETE DRAFTING MEMORANDUM TO HUMAN RESOURCES DIRECTOR REGARDING THE SAME.	1.40	308.00
03/23/16	CVH REVIEW AND ANALYSIS OF REQUEST FROM PRECISION RETIREMENT GROUP FOR COUNTY TO PARTICIPATE IN RETIREE BENEFITS SURVEY.	.40	88.00
03/24/16	CVH LEGAL ANALYSIS OF REQUEST FROM PRECISION RETIREMENT GROUP FOR COUNTY TO PARTICIPATE IN RETIREE BENEFITS SURVEY.	.40	88.00
03/28/16	CVH PREPARE ANALYSIS OF REQUEST FROM PRECISION RETIREMENT GROUP FOR COUNTY TO PARTICIPATE IN RETIREE BENEFITS SURVEY.	.20	44.00

CURRENT FEES FOR THIS MATTER

\$770.00

BROWN COUNTY
009948-00008

PAGE 2

BILLING SUMMARY

CURRENT FEES FOR THIS MATTER	\$770.00
TOTAL CURRENT CHARGES THIS MATTER	\$770.00
BALANCE FORWARD	\$132.00
TOTAL AMOUNT DUE FOR THIS MATTER	\$902.00

BROWN COUNTY
ATTN: KRISTEN HOOKER
305 EAST WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

INVOICE 213670
INVOICE DATE APRIL 22, 2016
TAX ID. 39-1576289
ATTY. DANIEL J. BOROWSKI

JOSEPH SEYMOUR RESIGNATION AGREEMENT MATTER NO. 009948-00012

PROFESSIONAL SERVICES RENDERED THROUGH MARCH 31, 2016

03/01/16	DJB CONTINUE REVISING SEYMOUR RELEASE AND RESIGNATION AGREEMENT; FORWARD REVISED DRAFT TO ATTORNEY CERMELE.	.40	88.00
03/01/16	CTK ANALYSIS AND EVALUATION OF REVISIONS TO RELEASE AND SETTLEMENT AGREEMENT PROPOSED BY ASSOCIATION'S COUNSEL; PREPARE REVISIONS TO THE SAME.	.70	154.00
03/04/16	DJB CONTINUE ADDRESSING ISSUES RELATED TO SEYMOUR RELEASE AND RESIGNATION AGREEMENT; CONFER WITH TODD DELAIN AND ATTORNEY CERMELE REGARDING THE SAME.	1.10	242.00
03/07/16	DJB REVISE SEYMOUR SETTLEMENT AND RELEASE AGREEMENT TO INCLUDE ADDITIONAL REVISIONS REQUESTED BY CHIEF DEPUTY DELAIN; CONFER WITH ATTORNEY CERMELE REGARDING REVISIONS.	.30	66.00
03/08/16	DJB ANALYSIS AND EVALUATION OF PAYOUT NUMBERS RECEIVED FROM THE COUNTY FOR PURPOSES OF RELEASE AND RESIGNATION AGREEMENT; REVISE AGREEMENT TO INCLUDE PAYOUT LANGUAGE; FORWARD PAYOUT INFORMATION TO ATTORNEY CERMELE FOR REVIEW BY SEYMOUR; CONFER WITH ATTORNEY CERMELE AND CHIEF DEPUTY DELAIN REGARDING HOLIDAY PAY DURING PERIOD OF ADMINISTRATIVE LEAVE AND RIGHT TO PAYMENT FOR THE SAME.	.60	132.00
03/10/16	DJB CONFER WITH ATTORNEY CERMELE REGARDING TERMS OF RELEASE AND RESIGNATION AGREEMENT; PREPARE ADDITIONAL REVISIONS TO THE SAME BASED ON DISCUSSIONS WITH ATTORNEY CERMELE.	.30	66.00

BROWN COUNTY
009948-00012

PAGE 2

03/10/16	CTK ASSESS PERMISSIBLE SCOPE OF CONFIDENTIALITY PROVISIONS OF RELEASE AND SEPARATION AGREEMENT IN LIGHT OF PUBLIC RECORDS AND OTHER STATUTORY REQUIREMENTS.	.40	88.00
03/17/16	DJB FINALIZE SEYMOUR RESIGNATION AGREEMENT AND FORWARD THE SAME TO ATTORNEY CERMELE FOR SEYMOUR'S SIGNATURE.	.40	88.00

CURRENT FEES FOR THIS MATTER	\$924.00
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BILLING SUMMARY

CURRENT FEES FOR THIS MATTER	\$924.00
TOTAL CURRENT CHARGES THIS MATTER	\$924.00
BALANCE FORWARD	\$1,738.00
TOTAL AMOUNT DUE FOR THIS MATTER	\$2,662.00

RECEIVED BY
APR 18 2016
Brown County
Corporation Counsel

BROWN COUNTY
ATTN: KRISTEN HOOKER
305 EAST WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

INVOICE NO. 213146
INVOICE DATE APRIL 13, 2016
TAX ID. 39-1576289

CLIENT NO. 009948

COLLECTIVE BARGAINING

BALANCE FORWARD THIS MATTER
CURRENT FEES THIS MATTER

paid 4/28/16 - \$131.10
\$748.00

SICK LEAVE GRIEVANCE

BALANCE FORWARD THIS MATTER
CURRENT FEES THIS MATTER

pd 4/28/16 - \$154.00
\$770.00

CURRENT FEES

\$1,518.00

TOTAL CURRENT CHARGES THIS BILL

\$1,518.00

BALANCE FORWARD

\$285.10

TOTAL AMOUNT DUE

\$1,803.10

BROWN COUNTY
ATTN: KRISTEN HOOKER
305 EAST WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

INVOICE 213146
INVOICE DATE APRIL 13, 2016
TAX ID. 39-1576289
ATTY. DANIEL J. BOROWSKI

COLLECTIVE BARGAINING

MATTER NO. 009948-00005

PROFESSIONAL SERVICES RENDERED THROUGH MARCH 31, 2016

03/29/16	DJB PREPARE FINAL REVISIONS TO COLLECTIVE BARGAINING AGREEMENT. CONFER WITH THE CHIEF DEPUTY AND THE ASSOCIATION'S COUNSEL REGARDING THE SAME. CREATE "COMPARE" DOCUMENTS TO DETAIL ALL REVISIONS.	1.90	418.00
03/30/16	DJB CONTINUE WORKING ON REVISIONS TO COLLECTIVE BARGAINING AGREEMENT; CONFER WITH THE CHIEF DEPUTY AND COUNSEL FOR THE UNION REGARDING THE SAME; ADDRESS ISSUES RELATED TO WHETHER A TENTATIVE AGREEMENT WAS REACHED ON GRIEVANCE PROCEDURE LANGUAGE.	.70	154.00
03/31/16	DJB CONTINUE ADDRESSING ISSUES RELATING TO FINALIZATION OF COLLECTIVE BARGAINING AGREEMENT; CONFER WITH COUNSEL FOR THE ASSOCIATION AND CHIEF DEPUTY DELAIN REGARDING THE SAME; DRAFT CORRESPONDENCE TO HUMAN RESOURCES REGARDING REMAINING ISSUES.	.80	176.00

CURRENT FEES FOR THIS MATTER

\$748.00

BROWN COUNTY
009948-00005

PAGE 2

BILLING SUMMARY

CURRENT FEES FOR THIS MATTER	\$748.00
TOTAL CURRENT CHARGES THIS MATTER	\$748.00
BALANCE FORWARD	\$131.10
TOTAL AMOUNT DUE FOR THIS MATTER	\$879.10

BROWN COUNTY
ATTN: KRISTEN HOOKER
305 EAST WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

INVOICE 213146
INVOICE DATE APRIL 13, 2016
TAX ID. 39-1576289
ATTY. DANIEL J. BOROWSKI

SICK LEAVE GRIEVANCE

MATTER NO. 009948-00007

PROFESSIONAL SERVICES RENDERED THROUGH MARCH 31, 2016

03/29/16 DJB	ANALYSIS AND EVALUATION OF COUNTY DOCUMENTS RELATED TO DEFENSES AND CLAIMS; CONFER WITH FORMER HUMAN RESOURCES DIRECTOR, WARREN KRAFT, REGARDING SICK LEAVE GRIEVANCE AND DOCUMENTS PREPARED IN DEFENSE OF GRIEVANCE CLAIM. CONFER WITH FORMER HUMAN RESOURCES DIRECTOR, BRENT MILLER, REGARDING BASIS FOR ALLOWING PAYOUT OF SICK LEAVE TO GREG GALLENGER.	2.70	594.00
03/30/16 DJB	CONFER WITH CHIEF DEPUTY REGARDING COLLECTIVE BARGAINING HISTORY REGARDING SICK LEAVE LANGUAGE AND ASSOCIATION POSITIONS REGARDING THE SAME. CONTINUE DEVELOPING DEFENSE STRATEGY REGARDING THE SAME.	.80	176.00

CURRENT FEES FOR THIS MATTER \$770.00

BILLING SUMMARY

CURRENT FEES FOR THIS MATTER	\$770.00
TOTAL CURRENT CHARGES THIS MATTER	\$770.00
BALANCE FORWARD	\$154.00
TOTAL AMOUNT DUE FOR THIS MATTER	\$924.00



150

**BROWN COUNTY
BOARD OF SUPERVISORS
COURT HOUSE
GREEN BAY, WISCONSIN**

BROWN COUNTY BOARD OF SUPERVISORS

Meeting Date: 4/19/16
Agenda No. : Communication

Motion from the Floor

I make the following motion: Request That all regular monthly
Committee meetings be scheduled to start no earlier
than 5:00 PM.

Executive

Signed: [Signature]

District No.: 17

(Please deliver to the County Clerk after the motion is made for recording into the minutes.)

14

These communications are respectively submitted by
Supervisor Erickson, District #7

9b

Communication #1

That staff look at including the purchase of a drone in the 2017 budget to be collectively used by Planning, Public Works, Airport, Zoning, Parks, NEW Zoo and any other county departments that may have a need for these types of video or pictures.

Send to PD&T and Executive

Communication #2

Look into the possible purchase of the property located on the Fox River at Broadway and West Mason St. to be used as port expansion that adds to the economy of Greater Green Bay and Brown County.

Send to PD&T

9c

I would like to propose a change in ordinance 4.27. The change would be that HR director would have the authority to fill vacancies which exist in the budget and the Executive committee would get a report of all the vacancies which are posted.

4.27 AUTHORIZATION TO HIRE. Department Heads wishing to fill vacancies in existing budgeted positions shall submit a requisition to the Human Resources Department prior to initiating recruitment. The Human Resources Manager shall review and verify the information, provide appropriate comments and recommendations, and forward the requests to the County Executive for final authorization. 4.28 JOB POSTING. Existing position vacancies will be posted internally and/or

Thomas Lund

Supervisor District 25

April 19, 2016

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION REGARDING REORGANIZATION OF THE
MEDICAL EXAMINER TABLE OF ORGANIZATION**

WHEREAS, the Chief Medical Examiner position in the Medical Examiner's table of organization is currently vacant; and,

WHEREAS, Brown County has entered into an intergovernmental agreement with Dane County in which the Dane County Medical Examiner's Office will provide forensic pathologist services on behalf of Brown County's Medical Examiner's Office; and,

WHEREAS, in the absence of a Chief Medical Examiner, the Brown County Medical Examiner staff have experienced an increase in workload in order to meet the needs of Brown, Door and Oconto Counties. Further, Dane County's Director of Operations and his staff have experienced a significant increase in workload by supporting Brown County and Dane County simultaneously; and,

WHEREAS, in order to maintain a fluid workflow and adequately meet the demands of the counties they serve, the Medical Examiner's Office has requested to add a Lead Medicolegal Investigator/Office Manager position and a Deputy Lead Medicolegal Investigator position.

Both positions would report directly to the Director of Operations in Dane County; and,

WHEREAS, the Lead Medicolegal Investigator/Office Manager will oversee the day-to-day operations of the Brown County Medical Examiner's Office. This position will be the first point of contact and provide guidance and training to the Deputy Lead Medicolegal Investigator and the Medical Examiner Investigators who serve Brown, Door and Oconto County; and,

WHEREAS, the Deputy Lead Medicolegal Investigator will assist with the day-to-day operations and be responsible for notifying the next of kin, investigating death scenes, preparing death certificates, and testifying in criminal and civil courts cases on the results of investigations; and,

WHEREAS, Human Resources in conjunction with the Medical Examiner's Office recommends, for the above-stated reasons, the reorganization of the Medical Examiner's table of organization by deleting (1.00) FTE Office Manager I position and adding 1.00 FTE Lead Medicolegal Investigator/Office Manager position and 1.00 FTE Deputy Lead Medicolegal Investigator position to the Medical Examiner's table of organization; and,

WHEREAS, a thorough evaluation of the requirements of these positions was performed to determine internal and external equity and it is recommended that the Lead Medicolegal Investigator/Office Manager position be placed in Pay Grade 11 of the Classification and Compensation Plan and the Deputy Lead Medicolegal Investigator be placed in Pay Grade 16 of the Classification and Compensation Plan.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors, the deletion of (1.00) FTE Office Manager I position, the addition of 1.00 FTE Lead Medicolegal Investigator/Office Manager position and the addition of 1.00 FTE Deputy Lead Medicolegal Investigator position to the Medical Examiner's table of organization.

BE IT FURTHER RESOLVED, that, the Lead Medicolegal Investigator/Office Manager position be placed in Pay Grade 11 of the Classification and Compensation Plan and the Deputy Lead Medicolegal Investigator position be placed in Pay Grade 16 of the Classification and Compensation Plan.

Budget Impact:
Medical Examiner

Annualized Budget Impact	FTE	Addition/ Deletion	Salary	Fringe	Total
Office Manager I	(1.00)	Deletion	\$(36,804)	\$(15,419)	\$(52,223)
Lead Medicolegal Investigator/ Office Manager	1.00	Addition	\$ 54,726	\$ 18,201	\$ 72,927
Deputy Lead Medicolegal Investigator	1.00	Addition	\$ 42,282	\$ 16,236	\$ 58,518
Medical Examiner Investigator(s)		Deletion			\$(79,222)
Annualized Budget Impact					-0-

Funding for these positions was included in the funds budgeted for the Medical Examiner Investigators.

Fiscal Note: This resolution does not require an appropriation from the General Fund. The increase is within the 2016 Medical Examiner Investigators regular earnings line item.

Respectfully submitted,
PUBLIC SAFETY COMMITTEE
EXECUTIVE COMMITTEE

Approved By:

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: _____

Authored by Human Resources

Approved by Corporation Counsel's Office

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



BRITTANY ZAEHRINGER

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES DIRECTOR

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: April 20, 2016
REQUEST TO: Public Safety Committee
MEETING DATE: May 4, 2016
REQUEST FROM: Brittany Zaehring
Human Resources Director

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: Resolution Regarding Reorganization of the Medical Examiner Table of Organization

ISSUE/BACKGROUND INFORMATION:

The Chief Medical Examiner position in the Medical Examiner's table of organization is currently vacant. Brown County entered into an intergovernmental agreement in which the Dane County Medical Examiner's Office will provide forensic pathologist services on behalf of Brown County's Medical Examiner's Office. In the absence of a Chief Medical Examiner, the staff has experienced an increased workload. To maintain a fluid workflow and meet the demands of the counties they serve, a Lead Medicolegal Investigator/Office Manager position and a Deputy Lead Medicolegal Investigator position are needed. These positions would report to the Dane County Director of Operations and oversee the day-to-day operations of the Brown County Medical Examiner's Office.

ACTION REQUESTED:

Delete (1.00) FTE Office Manager I position and add 1.00 FTE Lead Medicolegal Investigator/Office Manager and add 1.00 FTE Deputy Lead Medicolegal Investigator in the Medical Examiners table of organization.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☐ Yes ☒ No
 - a. If yes, what is the amount of the impact? \$ _____
 - b. If part of a bigger project, what is the total amount of the project? \$ _____
 - c. Is it currently budgeted? ☒ Yes ☐ No
 1. If yes, in which account? Funding for these positions was included in the funds budgeted for the Medical Examiner Investigators.
 2. If no, how will the impact be funded?

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

**BROWN COUNTY
POSITION DESCRIPTION**

POSITION TITLE: LEAD MEDICOLEGAL INVESTIGATOR/ OFFICE MANAGER 1

REPORTS TO: DIRECTOR OF OPERATIONS (DANE COUNTY)

DEPARTMENT: MEDICAL EXAMINER

JOB SUMMARY LEAD MLI:

Under general supervision of the Director of Operations, the Lead Medicolegal Investigator investigates and reports on the cause and manner of deaths: assists Medicolegal Investigators from Brown, Door, and Oconto Counties with simultaneous calls and cremations examinations and, provides guidance and training to MLI staff in the area of death investigation for cases that fall under the Medical Examiner's Office jurisdiction. Performs a variety of highly responsible, confidential and complex administrative duties for the Director of Operations which affects numerous city, village and county law enforcement and Medicolegal systems; work performed encompasses general office management, the collection of data for special projects, preparation of complex reports and financial documents, and the composition of correspondence.

ESSENTIAL DUTIES:

- Investigates death scenes to determine cause and manner of death in accordance with Wisconsin State Statutes.
- Prepares death certificates, disinterment permits, subpoenas, and other legally binding documents for embalming and cremation.
- Prepares, types, files and distributes various confidential and complex reports, statistics, contracts, plans, proposals, schedules, legal documents, memos, correspondence, etc. via operation of word processing equipment; maintains the confidential nature of client and business information; completes word processing work in an accurate, effective and timely manner.
- Assumes additional administrative responsibilities in absence of the department head such as assigning workload to staff and responding to emergencies.
- Assures compliance with policies and procedures of the Medical Examiner's Office.
- Assists MLI staff with simultaneous calls and cremations investigations.
- Provides guidance and support to the MLI staff in the area of death investigation methodology.
- Assists in training of new and existing MLI staff.
- Relieves Director of Operations of routine administrative details such as preparing and processing purchase requisitions, preparing and processing payroll, maintaining personnel files and checking operating reports for accuracy and conformance to policies and standards; ensures the smooth operation of the day-to-day administrative activities.
- May schedule, assign and monitor work of MLI staff as required during absences; instructs and trains employees in methods and procedures; checks work and provides recommendations regarding employee job performance and hiring of personnel; provides effective feedback and guidance to Medicolegal Investigators to resolve problems in their work.
- Prepares and maintains personnel records regarding schedules, time cards, etc.; verifies employee time cards bi-weekly, submits to the Payroll Office upon approval; distributes payroll checks; maintains accuracy and confidentiality of personnel records.

- Assists in the identification of the decedent by examining the body and the scene of the death.
- Collects and preserves physical evidence in accordance with the established chain of custody procedures.
- Notifies the next of kin personally or in conjunction with law enforcement, judicial agencies or chaplain service.
- Supervises the removal of the body from the scene of death and the transport to the morgue.
- Assists with the identification and disposition of unidentified and unclaimed persons.
- Processes all department billings; assists contractors in resolving billing problems; authorizes vouchers for payment in absence of the department head in accordance with County policies and procedures.
- Assists in the annual budget, annual report and/or bonding plan preparation and distribution; monitors department expenditures; compiles information necessary for budget preparation; ensures information is accurate and completed in a timely manner.
- Organizes and maintains a calendar of appointments, meetings and other events pertaining to the department; ensures calendar is updated with accurate information in a timely manner.
- Establishes and maintains effective working and public relations with various local and state law enforcement agencies, federal officers, county departments and the public.
- Coordinates the seizure, inventory and destruction of prescription medications assuring compliance with existing policies.
- Participates in the creation, education and implementation of new policies and procedures as directed by Medical Staff and the Director of Operations.
- Supports the Director of Operations with the general care, maintenance and inventory of departmental facilities, equipment, and supplies used in the day to day operation of the Department.
- Assists MLI staff with case follow-up as needed to maintain case continuity and case progression.
- Promptly communicates with the Director of Operations regarding successes and concerns of the Department and staff.
- 24/7 On-call availability as coordinated with the Director of Operations.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

- Graduation from high school; any combination of training or experience equivalent to an associate degree in police science, medical technology or related field and experience as a Medicolegal Death Investigator; ABMDI certification is desirable.

Licenses and Certifications:

- Possession of or eligibility for a valid Wisconsin driver's license.

Special Requirements:

- Access to reliable personal motor vehicle transportation; availability to work evenings, weekends and holidays.

Knowledge, Skills and Abilities:

- Considerable knowledge of Chapter 979 as well as other Wisconsin State Statutes concerning the investigation of death, disposition of human remains and property.
- Considerable knowledge of the Open Records statutes and HIPPA.
- Considerable knowledge of causes and manners of death and their manifestations with regard to the body, scene and history.

- Considerable knowledge of investigative techniques, principles, and practices used in the research of cause and manner of death.
- Considerable knowledge of the morphological aspects of the causes of death with special attention to autopsy.
- Working knowledge of medical terminology and medicine as it pertains to death and varying forms of trauma.
- Ability to communicate with survivors of the decedent.
- Ability to establish and maintain effective working relationships with other public agencies and the general public.
- Ability to interpret a death scene, identify items of evidence and assess the condition of the body.
- Ability to take proper photographs of scene, body and evidence for documentation.
- Ability to deploy and use equipment resources held by the Medical Examiner's Office.
- Ability to use standard death investigation tools.
- Ability to physically remove a body from the scene of death and supervise the transport of the body to the morgue insuring the preservation of any trace evidence.
- Ability to secure facts through investigation and inspections and to analyze and interpret these facts effectively.
- Ability to prepare and present accurate, objective, and thorough reports.
- Ability to provide constructive guidance to MLI staff during death investigations.
- Ability to interpret Departmental policies and procedures.
- Ability to respond to calls in a timely fashion.
- Oral and written communication skills.
- Strong organizational skills.
- Strong teaching skills.
- Ability to manage multiple projects simultaneously.
- Ability to work independently, exercise judgement, and effectively utilize authority.
- Knowledge of open records statutes and privileges and exceptions provided by all to ensure confidentiality in distribution of information to outside agencies and individuals.
- Knowledge of accepted bookkeeping, accounting, and budgeting practices and procedures.

PHYSICAL DEMANDS:

- Lifting 50 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds.
- Intermittent walking, sitting and driving; occasional standing up to eight (8) hours.
- Frequent bending, twisting, squatting and reaching.
- Using hand(s)/feet for repetitive single grasping, fine manipulation, pushing and pulling and operating controls.
- Communicating orally in a clear manner.
- Distinguishing sounds at various frequencies and volumes.
- Distinguishing people or objects at varied distances under a variety of light conditions.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

May 18, 2016

TO: THE HONORABLE CHAIRMAN AND MEMBERS OF THE BROWN
COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

INITIAL RESOLUTIONS AUTHORIZING THE ISSUANCE OF NOT TO EXCEED
\$7,135,000 GENERAL OBLIGATION CORPORATE PURPOSE BONDS OF BROWN
COUNTY, WISCONSIN IN ONE OR MORE SERIES AT ONE OR MORE TIMES

General Obligation Bonds
In an Amount Not to Exceed
\$6,910,000

BE IT RESOLVED, by the County Board of Supervisors of Brown County, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, General Obligation Bonds in an amount not to exceed \$6,799,101 for the purpose of paying the costs of highway improvements and bridge repairs, including but not limited to CTH ZZ (at Meadowlark); CTH N (Bascom Way to Spartan Road); CTH YY (Holgrem Way to Ashland Avenue); CTH X (Wisconsin Central Ltd. Railroad); CTH EB (CTH G to STH 172); CTH EB (STH 54 to STH 29); CTH HS/Velp Avenue (Riverview to Glendale); CTH A (CTH I to Church Road); CTH IR (CTH B to Quietwood Trail); CTH D (Barrington Drive to Red Maple Road); and CTH T (WI Central RR to STH 54); and up to \$110,899 in associated debt issuance expenses for a total not to exceed \$6,910,000.

BE IT FURTHER RESOLVED, by the Board of Supervisors of Brown County, Wisconsin, that change orders in excess of \$10,000 or 25% of the contract price, whichever is less, for such construction shall be submitted to the appropriate oversight committee of the Board of Supervisors of Brown County for prior approval.

Initial Resolution Authorizing
General Obligation Bonds
In an Amount Not to Exceed
\$225,000

BE IT RESOLVED by the County Board of Supervisors of Brown County, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, General Obligation Bonds in an amount not to exceed \$219,696 for the purpose of paying the costs of technology services upgrades consisting of jail and jail work release center video surveillance system replacement and up to \$5,304 in associated debt issuance expenses for a total not to exceed \$225,000.

BE IT FURTHER RESOLVED, by the Board of Supervisors of Brown County, Wisconsin, that change orders in excess of \$10,000 or 25% of the contract price,

whichever is less, for such technology systems infrastructure shall be submitted to the appropriate oversight committee of the Board of Supervisors of Brown County for prior approval.

BE IT FURTHER RESOLVED, by the County Board of Supervisors of Brown County, Wisconsin, that the bonds shall be offered for public sale. At a subsequent meeting, the County Board of Supervisors shall consider such bids for the bonds as may have been received and take action thereon.

BE IT FURTHER RESOLVED, by the County Board of Supervisors of Brown County, Wisconsin, that the Finance Director (in consultation with the County's financial advisor) shall also cause Official Notices of Sale to be prepared and distributed and may prepare or cause to be prepared and distributed Preliminary Official Statements or other forms of offering circulars.

BE IT FURTHER RESOLVED by the County Board of Supervisors of Brown County, Wisconsin, that the County shall make expenditures as needed from its funds on hand to pay the costs of the above-approved projects until bond proceeds which may be issued in the maximum principal amount of \$7,135,000 become available. The County hereby officially declares its intent under Treasury Regulation Section 1.150-2 to reimburse said expenditures with proceeds of the bonds.

Adopted: May 18, 2016

Respectfully submitted,

BROWN COUNTY BOARD OF SUPERVISORS
EXECUTIVE COMMITTEE
ADMINISTRATION COMMITTEE
PLANNING, DEVELOPMENT &
TRANSPORTATION COMMITTEE
PUBLIC SAFETY COMMITTEE

Fiscal Note: This resolution does not require an appropriation from the general fund. \$96,300.00 was included in the 2016 Debt Service budget for the interest payment on this bond.

APPROVED BY:

Troy Streckenbach
Brown County Executive

Date Signed:

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
GRUSZYNSKI	5			
LEFEBVRE	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEEST	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE, JR	13			

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
BRUSKY	14			
KATERS	15			
KAster	16			
VAN DYCK	17			
LINSSEN	18			
KNEISZEL	19			
CLANCY	20			
CAMPBELL	21			
MOYNIHAN, JR	22			
BLOM	23			
SCHADEWALD	24			
LUND	25			
BECKER	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

SOURCES AND USES OF FUNDS

Brown County, WI
G.O. Bonds, Series 2016A
DRAFT - For POSDated Date 07/01/2016
Delivery Date 07/01/2016

Sources:	Public Safety Projects (8-year)	Highway Projects (20-year)	Total
Bond Proceeds:			
Par Amount	225,000.00	6,910,000.00	7,135,000.00
	225,000.00	6,910,000.00	7,135,000.00
Uses:	Public Safety Projects (8-year)	Highway Projects (20-year)	Total
Project Fund Deposits:			
Public Safety Projects	219,696.00		219,696.00
Highway Projects		6,799,101.00	6,799,101.00
	219,696.00	6,799,101.00	7,018,797.00
Delivery Date Expenses:			
Cost of Issuance	1,283.08	39,404.92	40,688.00
Underwriter's Discount	2,250.00	69,100.00	71,350.00
	3,533.08	108,504.92	112,038.00
Other Uses of Funds:			
Additional Proceeds	1,770.92	2,394.08	4,165.00
	225,000.00	6,910,000.00	7,135,000.00

BOND SUMMARY STATISTICS

Brown County, WI
G.O. Bonds, Series 2016A
DRAFT - For POS

Dated Date	07/01/2016
Delivery Date	07/01/2016
Last Maturity	11/01/2035
Arbitrage Yield	2.631489%
True Interest Cost (TIC)	2.741616%
Net Interest Cost (NIC)	2.749179%
All-In TIC	2.805120%
Average Coupon	2.656743%
Average Life (years)	10.818
Duration of Issue (years)	9.232
Par Amount	7,135,000.00
Bond Proceeds	7,135,000.00
Total Interest	2,050,695.83
Net Interest	2,122,045.83
Total Debt Service	9,185,695.83
Maximum Annual Debt Service	502,025.00
Average Annual Debt Service	475,122.20
Underwriter's Fees (per \$1000)	
Average Takedown	
Other Fee	10.000000
Total Underwriter's Discount	10.000000
Bid Price	99.000000

Bond Component	Par Value	Price	Average Coupon	Average Life	PV of 1 bp change
Serials	7,135,000.00	100.000	2.657%	10.818	6,395.50
	7,135,000.00			10.818	6,395.50

	TIC	All-In TIC	Arbitrage Yield
Par Value	7,135,000.00	7,135,000.00	7,135,000.00
+ Accrued Interest			
+ Premium (Discount)			
- Underwriter's Discount	-71,350.00	-71,350.00	
- Cost of Issuance Expense		-40,688.00	
- Other Amounts			
Target Value	7,063,650.00	7,022,962.00	7,135,000.00
Target Date	07/01/2016	07/01/2016	07/01/2016
Yield	2.741616%	2.805120%	2.631489%

BOND PRICING

Brown County, WI
G.O. Bonds, Series 2016A
DRAFT - For POS

Bond Component	Maturity Date	Amount	Rate	Yield	Price
Serials:					
	11/01/2017	325,000	2.000%	2.000%	100.000
	11/01/2018	330,000	2.000%	2.000%	100.000
	11/01/2019	335,000	2.000%	2.000%	100.000
	11/01/2020	345,000	2.000%	2.000%	100.000
	11/01/2021	355,000	2.000%	2.000%	100.000
	11/01/2022	360,000	2.000%	2.000%	100.000
	11/01/2023	365,000	2.000%	2.000%	100.000
	11/01/2024	375,000	2.000%	2.000%	100.000
	11/01/2025	350,000	2.000%	2.000%	100.000
	11/01/2026	355,000	2.250%	2.250%	100.000
	11/01/2027	365,000	2.250%	2.250%	100.000
	11/01/2028	375,000	2.500%	2.500%	100.000
	11/01/2029	380,000	2.500%	2.500%	100.000
	11/01/2030	390,000	2.750%	2.750%	100.000
	11/01/2031	400,000	2.750%	2.750%	100.000
	11/01/2032	415,000	3.000%	3.000%	100.000
	11/01/2033	425,000	3.000%	3.000%	100.000
	11/01/2034	440,000	3.250%	3.250%	100.000
	11/01/2035	450,000	3.250%	3.250%	100.000
		7,135,000			

Dated Date	07/01/2016	
Delivery Date	07/01/2016	
First Coupon	11/01/2016	
Par Amount	7,135,000.00	
Original Issue Discount		
Production	7,135,000.00	100.000000%
Underwriter's Discount	-71,350.00	-1.000000%
Purchase Price	7,063,650.00	99.000000%
Accrued Interest		
Net Proceeds	7,063,650.00	

BOND DEBT SERVICE

Brown County, WI
G.O. Bonds, Series 2016A
DRAFT - For POS

Period Ending	Principal	Coupon	Interest	Debt Service
11/01/2016			57,908.33	57,908.33
11/01/2017	325,000	2.000%	173,725.00	498,725.00
11/01/2018	330,000	2.000%	167,225.00	497,225.00
11/01/2019	335,000	2.000%	160,625.00	495,625.00
11/01/2020	345,000	2.000%	153,925.00	498,925.00
11/01/2021	355,000	2.000%	147,025.00	502,025.00
11/01/2022	360,000	2.000%	139,925.00	499,925.00
11/01/2023	365,000	2.000%	132,725.00	497,725.00
11/01/2024	375,000	2.000%	125,425.00	500,425.00
11/01/2025	350,000	2.000%	117,925.00	467,925.00
11/01/2026	355,000	2.250%	110,925.00	465,925.00
11/01/2027	365,000	2.250%	102,937.50	467,937.50
11/01/2028	375,000	2.500%	94,725.00	469,725.00
11/01/2029	380,000	2.500%	85,350.00	465,350.00
11/01/2030	390,000	2.750%	75,850.00	465,850.00
11/01/2031	400,000	2.750%	65,125.00	465,125.00
11/01/2032	415,000	3.000%	54,125.00	469,125.00
11/01/2033	425,000	3.000%	41,675.00	466,675.00
11/01/2034	440,000	3.250%	28,925.00	468,925.00
11/01/2035	450,000	3.250%	14,625.00	464,625.00
	7,135,000		2,050,695.83	9,185,695.83

DETAILED BOND DEBT SERVICE

Brown County, WI
Public Safety Projects (8-year)

Serials (2015A)

Period Ending	Principal	Coupon	Interest	Debt Service
11/01/2016			1,500	1,500
11/01/2017	25,000	2.000%	4,500	29,500
11/01/2018	25,000	2.000%	4,000	29,000
11/01/2019	25,000	2.000%	3,500	28,500
11/01/2020	30,000	2.000%	3,000	33,000
11/01/2021	30,000	2.000%	2,400	32,400
11/01/2022	30,000	2.000%	1,800	31,800
11/01/2023	30,000	2.000%	1,200	31,200
11/01/2024	30,000	2.000%	600	30,600
	225,000		22,500	247,500

DETAILED BOND DEBT SERVICE

Brown County, WI
Highway Projects (20-year)

Serials (2015A)

Period Ending	Principal	Coupon	Interest	Debt Service
11/01/2016			56,408.33	56,408.33
11/01/2017	300,000	2.000%	169,225.00	469,225.00
11/01/2018	305,000	2.000%	163,225.00	468,225.00
11/01/2019	310,000	2.000%	157,125.00	467,125.00
11/01/2020	315,000	2.000%	150,925.00	465,925.00
11/01/2021	325,000	2.000%	144,625.00	469,625.00
11/01/2022	330,000	2.000%	138,125.00	468,125.00
11/01/2023	335,000	2.000%	131,525.00	466,525.00
11/01/2024	345,000	2.000%	124,825.00	469,825.00
11/01/2025	350,000	2.000%	117,925.00	467,925.00
11/01/2026	355,000	2.250%	110,925.00	465,925.00
11/01/2027	365,000	2.250%	102,937.50	467,937.50
11/01/2028	375,000	2.500%	94,725.00	469,725.00
11/01/2029	380,000	2.500%	85,350.00	465,350.00
11/01/2030	390,000	2.750%	75,850.00	465,850.00
11/01/2031	400,000	2.750%	65,125.00	465,125.00
11/01/2032	415,000	3.000%	54,125.00	469,125.00
11/01/2033	425,000	3.000%	41,675.00	466,675.00
11/01/2034	440,000	3.250%	28,925.00	468,925.00
11/01/2035	450,000	3.250%	14,625.00	464,625.00
	6,910,000		2,028,195.83	8,938,195.83

COST OF ISSUANCE

Brown County, WI
G.O. Bonds, Series 2016A
DRAFT - For POS

Cost of Issuance	\$/1000	Amount
Public Financial Management	2.10231	15,000.00
Moody's	1.82200	13,000.00
Whyte Hirschboeck Dudek	1.54170	11,000.00
IPREO	0.14015	1,000.00
Associated (acceptance)	0.04555	325.00
Associated (first year)	0.05088	363.00
	5.70259	40,688.00

May 18, 2016

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

2015 BALANCED BUDGET ADJUSTMENT

WHEREAS, certain overdrafts and shortfalls have developed in various departmental budgets for 2015; and

WHEREAS, these overdrafts and shortfalls are the result of the following:

- **Clerk of Courts**

- A revenue shortfall of \$126,464 occurred in relation to Guardian ad Litem reimbursements as compared to the adopted budget. (It should be noted that this revenue account was increased by the County Board from the County Executive's proposed budget by \$163,000.)
- All other accounts had a net deficit of \$6,515.

Resulting in an appropriation needed of \$132,979.

- **Medical Examiner**

- A revenue shortfall of \$93,969 occurred in relation to autopsy fees as compared to the adopted budget. (It should be noted that this revenue account was increased from the County Executive's proposed budget by \$75,000, with the anticipation of additional revenues with the hiring of a forensic pathologist.)
- All other accounts had a net surplus of \$40,497.

Resulting in an appropriation needed of \$53,472.

- **Treasurer**

- A revenue shortfall of \$161,642 occurred for interest and penalties for delinquent property taxes as compared to the adopted budget. This was a deficit of 10.8% as compared to budget. Delinquent taxes were reduced during the year by 10.4%. Because fewer taxes were delinquent, there were less outstanding receivables available to collect interest and penalties on.
- All other accounts had a net deficit of \$15,582.

Resulting in an appropriation needed of \$177,224.

- **UW Extension**

- A revenue shortfall of \$27,587 occurred for donations as compared to budgeted amounts. The 2015 adopted budget was increased from the 2014 adopted budget by over \$21,000. This revenue account shortfall exceeded

18a

the total departmental deficit. It should be noted that the adopted budget included donations from 14 different program sources.

- All other accounts had a surplus of \$8,934.

Resulting in an appropriation needed of \$18,653.

- **Human Service**

- Human Services experienced a number of significant deficit areas that attributed to an overall departmental deficit of \$3,332,317.
- It is important to note that Human Services now has negative fund balances after experiencing this deficit.
 - Community Programs (CP), overall deficit of \$1,089,202
 - \$450,000 deficit in WIMCR revenue as compared to budgeted amounts. This revenue is for Medicaid funds passed through from the federal government to the State of Wisconsin and then to the counties.
 - \$325,000 deficit for expenses related to placement of delinquent status offenders in special programs.
 - \$325,000 deficit for expenses related to foster home placements and other purchased services for abused and neglected children.
 - \$10,798 surplus for all other accounts.
 - Community Treatment Center (CTC), deficit of \$2,243,115
 - Revenue deficits of \$1.8 million due to Average Daily Census (ADC) falling below budgeted counts:
 - Hospital—11.0 budget vs. 10.1 actual
 - Nursing home – 62.0 budget vs. 61.4 actual
 - CBRF – 6.0 budget vs. 1.7 actual
 - \$625,000 deficit related to a change in accounting for allowance for bad debts to more accurately reflect collectible balances.

Resulting in an appropriation needed of \$1,089,202 for Community Programs and \$2,243,115 for Community Treatment Center; and

WHEREAS, it is necessary to make appropriations to cover these various departmental deficits in order to balance these budgets for the past year, and

WHEREAS, due to the large operational deficits for Community Treatment Center (CTC), this fund has a negative unrestricted fund balance of \$613,808.07, and

WHEREAS, it is appropriate to transfer available funds from the Community Programs (CP) Fund as well as the General Fund unrestricted fund balances to offset the negative unrestricted fund balances for the Community Treatment Center (CTC), and

WHEREAS, a transfer of funds of \$162,882.94 from Community Programs (CP) to Community Treatment Center (CTC) will leave the required equity balance of \$2,500 for remaining donations received within the Community Programs (CP) Fund, and

WHEREAS, sufficient funds are available in the Unrestricted General Fund from 2015 operations to transfer the required \$162,882.94 to Human Services,

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that there be appropriated from the General Fund and placed in the 2015 departmental budget the following amounts:

Department	Amount
Clerk of Circuit Court	\$132,979
Medical Examiner	\$ 53,472
UW Extension	\$ 18,653

BE IT FURTHER RESOLVED by the Brown County Board of Supervisors that the following department recognized a shortfall in its appropriation to the General Fund in 2015:

Department	Amount
Treasurer	\$177,224

BE IT FURTHER RESOLVED by the Brown County Board of Supervisors that the following inter-fund transfers are hereby approved to offset the negative unrestricted equity balances in the Human Services

Community Treatment Center	Transfer In	\$613,808.07
Community Programs	Transfer Out	\$613,808.07
Community Programs	Transfer In	\$162,882.94
General Fund	Transfer Out	\$162,882.94

Respectfully submitted,

ADMINISTRATION COMMITTEE

Approved By:

Troy Streckenbach,
COUNTY EXECUTIVE

Date Signed: _____

Authored by: Administration

Final Draft Approved by Corporation Counsel

Fiscal Impact: This Resolution requires an appropriation from the General Fund as outlined in the resolution. As of 04-20-2016, the General Fund increased from 2014 to 2015 by \$707,770. After the proposed transfer of \$162,883, the net increase to the General Fund for 2015 activity will be \$544,887.

May 18, 2016

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION AUTHORIZING CONVEYANCE OF CERTAIN EXCESS COUNTY
HIGHWAY PROPERTY ON CTH G/GEORGE STREET FROM BROADWAY STREET
TO WISCONSIN STREET IN THE CITY OF DE PERE**

WHEREAS, Brown County ("County") owns and operates a county highway system in accordance with Chapter 83 of the Wisconsin Statutes; and

WHEREAS, Section 83.025(1) of said Chapter permits a County Board to make deletions from the County Trunk Highway System with the approval of the Wisconsin Department of Transportation ("WDOT") and the governing body of the city, village or town in which the proposed deletion is located; and

WHEREAS, pursuant to the Brown County/Municipal Agreement for an Urban Type County Highway Improvement Project, entered into on or about February of 2006 and attached hereto as Exhibit "A", the County and the City of De Pere ("City") negotiated a Jurisdictional Transfer whereby, upon the opening of the new bridge referenced therein and the receipt of WDOT approval therefor, the County would delete an approximate 0.06 miles of CTH G ("George Street") – from Broadway Street to Wisconsin Street (hereinafter "Portion") – from the County Trunk Highway System, thereby transferring jurisdiction to the City in accordance with § 83.025(1); and

WHEREAS, upon the opening of said bridge and the October 23, 2008 approval from the WDOT, a copy of which is attached hereto as Exhibit "B", said Portion was removed from the County Trunk Highway System and jurisdictionally transferred to the City, with the County

remaining and continuing to remain as the fee simple owner of the Portion's underlying property ("Parcel"), which was acquired exclusively using County funds; and

WHEREAS, the City, as part of a cooperative effort with the County to promote development within its borders, would now like to acquire said Parcel so as to include it as part of a buildable lot, and, as such, has requested that the County execute a quit claim deed, conveying the Parcel to the City, the Parcel of which is legally described as follows:

All that part of Lot 7, Block 19, Original Plat of DePere, described as follows: Beginning at the southwest corner of said Lot 7; Thence east 120 feet; Thence north, 23.5 feet; Thence west 120 feet; Thence south 23.5 feet to the point of beginning, subject to party wall and joint stairway easements of record.

Said parcel contains 0.06 acres, more or less; and

WHEREAS, pursuant to Wis. Stat., § 83.08(4), this matter has been reviewed by the Interim Corporation Counsel and the Interim Highway Commissioner, who recommend that the Parcel be conveyed as herein requested, since said Parcel is no longer necessary for the County's use for highway purposes.

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors, that we hereby approve, per Wis. Stat., § 83.08(4), the transfer of the above-described property by means of quit claim deed, from the County to the City of De Pere for the sum of \$1.00, and other good and valuable consideration, and further authorize the Highway Commissioner to execute said quit claim deed in accordance herewith.

Respectfully submitted,

PLANNING, DEVELOPMENT AND
TRANSPORTATION COMMITTEE

-and-

EXECUTIVE COMMITTEE

Approved By:

COUNTY CLERK

Date Signed: _____

Final Draft Authored and Approved by Corporation Counsel's Office

Fiscal Note: This resolution does not require an appropriation from the General Fund.

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
HOPP	5			
HAEFS	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEESE	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE, JR	13			

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KASTER	16			
VAN DYCK	17			
SCHULLER	18			
ROBINSON	19			
CLANCY	20			
WETZEL	21			
MOYNIHAN, JR	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

RESOLUTION #06-20

AUTHORIZING BROWN COUNTY/MUNICIPAL AGREEMENT FOR AN
URBAN TYPE COUNTY HIGHWAY IMPROVEMENT PROJECT
(BROADWAY STREET TO WEBSTER AVENUE)

WHEREAS, Brown County is reconstructing George Street from Broadway Street to Webster Avenue
in the City of De Pere; and

WHEREAS, such project is scheduled for construction in 2006 and 2007; and

WHEREAS, this project is funded by Brown County and the City of De Pere each funding 50% of the
project costs; and

WHEREAS, the Board of Public Works has reviewed this matter and recommends that the City enter
into the attached Brown County/Municipal Agreement for an Urban Type County Highway Improvement
Project for the reconstruction of Broadway Street to Webster Avenue in 2006 and 2007;

NOW, THEREFORE, BE IT HEREBY RESOLVED:

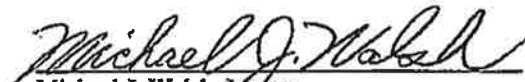
That the Mayor is hereby authorized and directed to enter into the attached
Brown County/Municipal Agreement for an Urban Type County Highway Improvement
Project, incorporated by reference as Exhibit A.

BE IT FURTHER RESOLVED:

That all City officials, officers, employees, and agents are authorized and
directed to take such steps as are lawful and necessary in furtherance thereof.

Adopted by the Common Council of the City of De Pere, Wisconsin, this 21st day of February,
2006.

APPROVED: FEB 22 2006


Michael J. Walsh, Mayor

ATTEST: FEB 22 2006


David G. Minten, Clerk-Treasurer

Ayes: 8

Nays: 0



**BROWN COUNTY / MUNICIPAL AGREEMENT
FOR AN URBAN TYPE
COUNTY HIGHWAY IMPROVEMENT PROJECT**

Project ID #: #61-G-25 Proposed Construction Year(s): 2006 & 2007
Highway: CTH G/George Street. Length: 0.68 Miles
Limits: Broadway St/STH 57 to Webster Ave/CTH X Municipality: City of De Pere
Federal/State Funds: ☐ Yes ☒ No Funding Ratio: 50% Brown County & 50% City of De Pere

GENERAL

The signatory city, hereinafter called the Municipality, through its undersigned duly authorized officers or officials, hereby requests the Brown County Highway Department, hereinafter called the County, to cost-share in the urban street improvement hereinafter described.

The authority for the Municipality to enter into agreements with the County is extended by Section 83.035 of Wisconsin State Statutes. The Municipality agrees to fund 50% of the local share of the County Highway road construction project, and 100% of non-participating construction cost, as further described below.

PROJECT SUMMARY.

1. Existing Street Facility - Describe and give reason for request.

The existing George Street is a 38-foot wide concrete street, with two (2) 11-foot travel lanes, two (2) 8-foot parking lanes, and sidewalk on both sides of the street. The street segment from Broadway Street to Ontario Street (6 blocks) is a primary downtown retail business area, and between Ontario Street and Webster Avenue, the adjoining land use is residential.

The existing concrete pavement is in very poor condition, and the City of De Pere's sanitary sewer and watermain utilities under the street need to be replaced. Intersection revisions and improvements are necessary at Broadway Street (STH 57) and Wisconsin Street, to accommodate the revised downtown De Pere traffic flow to the new 4-lane Claude-Allouez Bridge, to be constructed in 2006 & 2007. George Street serves as a vital east/west urban arterial in the City of De Pere, currently carrying 10,400 vehicles per day with future 2016 traffic levels estimated at 12,500 vehicles per day.

2. Proposed Street Improvement - Nature and scope of work.

The proposed 2006 & 2007 urban reconstruction project begins at STH 57/Broadway Street and extends 0.68 miles east to CTH X/Webster Avenue. The project is being closely coordinated with WisDOT's plans for the construction of a new 4-lane Claude-Allouez Bridge in 2006 & 2007. The new bridge will be constructed south of the existing 75-year old lift bridge, connecting to Broadway St. at Charles St. & Wisconsin St. A major new 4-lane bridge connection will follow Wisconsin St. to George St. The existing Claude-Allouez Bridge connection at Broadway St. and George St. will be removed, upon opening the new bridge.

The street construction work on the segment between Wisconsin St. and Webster Ave. will be carried out in 2006 (May to August) by a private contractor, under a City of De Pere let contract. The remaining one block segment, Wisconsin St. to Broadway St., will be reconstructed in the Spring of 2007, as part of a larger State let contract for the reconstruction of Broadway Street (STH 57).

As a result of a revised downtown traffic circulation patterns, George St. (Broadway St. to Wisconsin St.) will be reduced to a one-way westbound, one-lane street with angled on-street parking, and will also be removed from the County Highway System. In the downtown business area, between Wisconsin St. and Ontario St., curb extensions (bumpouts), colored patterned concrete on crosswalks and sidewalks, and tree planting will be incorporated into the project to improve pedestrian safety, reduce travel speed (traffic calming), and enhance the streetscape along the business area. The reconstructed street will maintain the existing 38-foot width, and consist of two (2) 11-foot travel lanes, 8-foot curbside parking lanes, new sidewalk on both sides, and traffic signal upgrades at the intersections of Wisconsin St. and Erie St.

3. Estimated Project Cost and Cost Sharing.

ITEM	ESTIMATED COST	FED/STATE FUNDS	COUNTY FUNDS	CITY FUNDS
ENGINEERING & DESIGN:				
Plan Development	\$60,000	\$0	\$30,000	\$30,000
State Review	\$0	\$0	\$0	\$0
Engineering Subtotal	\$60,000	\$0	\$30,000	\$30,000
RIGHT-OF-WAY ACQUISITION:				
Right-of-way Plat & Appraisals	\$6,000	\$0	\$3,000	\$3,000
Acquisition	\$14,000	\$0	\$7,000	\$7,000
Right-of-way Subtotal	\$20,000	\$0	\$10,000	\$10,000
CONSTRUCTION:				
Participating	\$2,403,000	\$0	\$1,201,500	\$1,201,500
Non-Participating	\$0	\$0	\$0	\$0
Construction Subtotal	\$2,403,000	\$0	\$1,201,500	\$1,201,500
TOTAL PROJECT COST	\$2,483,000	\$0	\$1,241,500	\$1,241,500

4. Eligible Project Costs.

County eligible construction project funding will be limited to participation in the costs of the following items as specified in the estimate summary:

- (a) Street grading, base, pavement, curb and gutter, drainage structures, bridges, intersection channelization and turning lanes, and driveway aprons.
- (b) Installation of main line storm sewer trunk lines and laterals, 12 inch diameter or greater. Storm sewer inlets, manholes and catch basins necessary to accommodate street surface water drainage.
- (c) Concrete sidewalk replacement and/or new sidewalk construction where pedestrian warrants are met.
- (d) Signing and pavement marking, including detour routes, installation of traffic signal conduit and traffic signals meeting signal warrants.
- (e) Landscaping including seeding/sod and tree & shrub plantings.
- (f) Right-of-way acquisition cost, including the cost of the right-of-way plat development, property appraisals, acquisition negotiations, legal costs and relocation expenses and fees for limited construction easements.
- (g) Cost of wetland replacement mediation.
- (h) Construction engineering related to inspection and supervision of actual construction work.
- (i) Design engineering and all necessary environmental and wetland assessment investigations as required by the State.

5. Non-eligible Project Costs.

Work necessary to complete the street improvement to be financed entirely by the Municipality or other utility or facility owner includes the following items:

- (a) New installation of, or alteration of, sanitary sewers and connections, water, gas, electric, telephone, fire or police alarm facilities, parking meters, street lighting and similar utilities.
- (b) Traffic signals not meeting signal warrants, as specified by the Manual of Uniform Traffic Control Devices.

6. Cost Share and Billing.

As work progresses, the County will be billed for their local share of eligible project cost. Upon completion of the project, a final audit will be made to determine the final division of costs. Non-eligible costs, as defined above, will be paid 100% by the Municipality and/or utility.

7. Project Termination.

If the Municipality should withdraw from the project, for any reason, it will reimburse the County for any costs incurred by the County on behalf of the project.

8. Maintenance Responsibility & Jurisdiction.

- ☐ New County highway segment to be maintained by the County.
- ☒ Existing County highway segment to be maintained by the County. (Wisconsin St. to Webster Ave.)
- ☐ Existing Municipal street to be jurisdictionally transferred to the County:

Transfer Date: _____ Miles: _____
Highway Name: _____ From _____ To _____

- ☒ Existing County street to be jurisdictionally transferred to the Municipality:

Transfer Date: 11/01/07 Miles: 0.06 (330)
(or upon opening of the new bridge)
Highway Name: CTH G/George Street Broadway Street Wisconsin Street
From To

- ☐ Jurisdictional transfer of other County highways within the Municipality, from the County to the Municipality as listed below:

Street: _____ Miles: _____
Location: _____ Transfer Date: _____

- ☒ Other maintenance revision and/or agreement. (Explain below.)

On all official county highways within the Municipality, the County is responsible for all curb-to-curb street maintenance, including pavement repair, sweeping, snow & ice removal, center median mowing, traffic signals and signing. The Municipality will maintain all sidewalks, bicycle & pedestrian paths, street lighting, and sanitary sewer, water, and utility repairs.

This request is made by the undersigned proper authority to make such request for the designated Municipality, and upon acceptance by the County, shall constitute agreement between the Municipality and the County.

Signed for and on behalf of: City of De Pere
Municipality

FOR THE MUNICIPALITY:

Michael J. Walsh
Michael J. Walsh, Mayor

2/24/06
Date

FOR THE COUNTY:

Roger Kolb
Roger Kolb, Commissioner
Brown County Highway Department

January 10th, 2006
Date



CTH "G"
STH "57" to Webster Ave.

This map was created using GIS "Layers" from various dates/sources. Not all "layers" are in synch with each other. Please call 920-448-6295 for more details, or visit: www.co.brown.wi.us/land_information_office/

Map printed 8/30/2005 at 02:29 PM by BC-HIGHWAY-001



This map is intended for advisory purposes only. It is based on sources believed to be reliable, but Brown County distributes this information on an "AS IS" basis. No warranties are implied.

GIS map supplied by the Green County Land Information Office (LLO). Data sources include the LTO group: Survey Planning, Resources, Land Conservation, L.S., Registrar of Deeds and other departments.

**PROJECT #61-G-25
CTH G/GEORGE STREET
BROADWAY STREET (STH 57) TO WEBSTER AVENUE (CTH X)
PROJECT COST ESTIMATE
January 10, 2006**

A. CONCRETE STREET CONSTRUCTION:

1. Street Construction – Wisconsin Street to Webster Avenue, City Let.

➤ Concrete Pavement Removal.....	\$82,000
➤ Common Excavation.....	\$93,000
➤ Base Course	\$60,000
➤ New 9" Concrete Pavement.....	\$547,000
➤ Storm Sewer	\$224,000
➤ New Traffic Signals @ Wisconsin St. & Erle St.....	\$180,000
➤ Sidewalk & Crosswalk Enhancements	\$242,000
➤ Mobilization & Roadway Incidentals	\$100,000
➤ Traffic Control	\$45,000
➤ Signing & Marking.....	\$38,000
➤ Erosion Control	\$10,000
➤ Construction Management & Engineering (7%)	\$113,000
➤ Construction Subtotal	\$1,732,000
➤ Contingency (10%)	\$173,000

TOTAL CONSTRUCTION COST (Phase 1).....\$1,905,000

2. Street Construction – Broadway Street to Wisconsin Street, State Let.

➤ Concrete Construction	\$445,000
➤ Construction Management & Engineering (12%)	\$53,000

TOTAL CONSTRUCTION COST (Phase 2).....\$498,000

3. Total Street Construction Cost:

➤ City Let – Wisconsin St. to Webster Ave.	\$1,905,000
➤ State Let – Broadway St. to Wisconsin St.	\$498,000

TOTAL CONSTRUCTION PROJECT COST.....\$2,403,000

B. RIGHT-OF-WAY ACQUISITION:

1. RW Plats, Deed Searches, Negotiations, & Appraisals.....	\$6,000
2. Acquisition (36 Parcels) & Inspections	\$14,000

TOTAL RIGHT-OF-WAY COST\$20,000

C. ENGINEERING DESIGN:

1. In-House Engineering Staffs (De Pere & Brown County)	\$60,000
---	----------

TOTAL ENGINEERING DESIGN COST\$60,000

D. TOTAL PROJECT COST\$2,483,000



Division of Transportation
System Development
Northeast Regional Office
944 Vanderperren Way
PO Box 28080
Green Bay, WI 54324-0080

Jim Doyle, Governor
Frank J. Busalacchi, Secretary
Internet web site www.dot.wisconsin.gov
Telephone (920)492-5623
Facsimile (FAX) (920)492-5640
E-mail: greenbay.dtd@dot.state.wi.us

October 23, 2008

Scott Thoresen, PE.
Director of Public Works
925 South Sixth Street
De Pere, WI 54115

Brian Lamers
Brown County Highway Commissioner
2198 Glendale Avenue
Green Bay, WI 54303

RE: NOTICE OF A CHANGE TO THE LOCAL ROAD AND COUNTY HIGHWAY SYSTEM IN THE CITY OF DE PERE RESULTING FROM THE NEW CLAUDE ALLOUEZ BRIDGE.

Scott and Brian,

We are sending this letter to document a change in the City of De Pere and Brown County Highway road system.

Because of the relocation and reconstruction of the Claude Allouez Bridge, CTH "G" has been relocated slightly and described as follows:

Commencing at the intersection of CTH "G" (also known locally as George Street) and South Wisconsin Street CTH "G" turns south on South Wisconsin Street for approximately 300 feet before curving to the west for approximately 360 feet to a point on the east leg of a roundabout located at the east end of the new Claude Allouez Bridge and the terminal point of CTH "G".

CTH "G" will gain approximately 335 feet because of this relocation.

The original section of CTH "G" between South Wisconsin Street and Broadway Street will become a one way local street and continued to be known as George Street. This section of George Street will be approximately 325 feet long.

South Wisconsin Street will be reduced by approximately 400 feet because of the CTH "G" relocation. Wisconsin Street will connect to CTH "G" at George Street but there will be no connection to South Wisconsin Street from the relocated CTH "G".

Charles Street will be obliterated between South Wisconsin Street and South Broadway Street resulting in approximately a 325-foot reduction in mileage.

All mileage figures will be verified in the fall of 2008 during local road certification.

Please contact me with any questions at (920) 492-7712.

Sincerely,

Chris Culotta
Transportation Planner

Cc: Chuck Lamine, Brown County Planning Director
Linda Skaleski, WisDOT NE Region

Kelly Schieldt, WisDOT Local Roads



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Brown County
Financial Statement Results - Levy Funded Departments
Property Tax Levy (Over) Under Approved Amount
As of 03/31/2016

Levy Funded Departments	Property Tax				Surplus (Deficit) as % of target levy	Comments (quarterly only)
	Annual 2016 Levy	Levy Target	Actual Amounts	Surplus / (Deficit)		
General Fund						
Board Office	574,424	143,606	168,856	(25,250)	-17.6%	Annual NACO and WCA dues paid already
Circuit Courts	2,079,204	519,801	291,377	228,424	43.9%	State aid for first six months already received
Clerk of Courts	732,231	183,058	(26,109)	209,167	114.3%	compared to budget
Public Safety	6,399,563	1,599,891	2,264,075	(664,184)	-41.5%	Large annual payment to Motorola Solutions has occurred
Medical Examiner	308,757	77,189	(47,405)	124,594	161.4%	No payments to Dane County have occurred yet
Corporation Counsel	660,074	165,019	215,420	(50,401)	-30.5%	Large vacation and casual payout for former employee
County Clerk	294,630	73,658	57,436	16,222	22.0%	Annual alarm permits have already been paid
District Attorney	1,381,668	345,417	328,353	17,064	4.9%	Professional services already at 67% of budgeted amounts
Executive	359,744	89,936	65,020	24,916	27.7%	occurred yet
Administration	1,230,927	307,732	66,074	241,658	78.5%	Vendor Invoices had not yet been recorded
Land Conservation	424,228	106,057	151,983	(45,926)	-43.3%	Majority of state/federal aid has not been received yet
Facility Management	3,029,410	757,353	617,690	139,663	18.4%	annual transfer from Highway
Museum	870,928	217,732	252,312	(34,580)	-15.9%	Budgeted Transfer In has not occurred yet.
Health	2,007,815	501,954	462,139	39,815	7.9%	No single account stands out
Park	870,693	217,673	87,645	130,028	59.7%	Only 6% of capital outlay has occurred
Human Resources	1,589,094	397,274	281,238	116,036	29.2%	Casual payout transfers to departments have not occurred yet
PALS	669,073	167,268	(1,666)	168,934	101.0%	received
Register of Deeds	(749,921)	(187,480)	(60,040)	(127,440)	68.0%	Recording fees lagging behind estimated amounts
Sheriff	28,172,763	7,043,191	6,499,735	543,456	7.7%	amounts
Treasurer	(1,617,205)	(404,301)	(10,520)	(393,781)	97.4%	Large mark-to-market investment adjustments YTD
UW Extension	427,768	106,942	59,910	47,032	44.0%	Semi-annual state employees payment has not occurred yet
Veterans Service	352,688	88,172	83,570	4,602	5.2%	Actual donations received are 925% of budgeted amounts
Subtotal	50,068,556	12,517,142	11,807,093	710,049	5.7%	
General Government	(10,194,748)	(2,548,687)	(725,986)	(1,822,701)	71.5%	payment not received until 3rd quarter
General Fund Total	39,873,808	9,968,455	11,081,107	(1,112,652)	-11.2%	
Library	6,526,788	1,631,697	1,646,127	(14,430)	-0.9%	Deficit as a percent of levy is minimal
Community Programs	16,249,887	4,062,472	5,670,569	(1,608,097)	-39.6%	March accounting books are not closed yet
Community Treatment Center	2,797,019	699,255	992,636	(293,381)	-42.0%	March accounting books are not closed yet
Child Support	365,963	91,491	253,249	(161,758)	-176.8%	State aid for incentives, GPR, and SPSK not accrued for yet
Syble Hopp School	2,802,612	2,802,612	1,237,229	1,565,383	55.9%	Syble Hopp is on a different fiscal year than Brown County
County Roads and Bridges	145,000	36,250	1,293,848	(1,257,598)	-3469.2%	occurred, winter maintenance at 67% of budget already
Debt Services	13,888,824	-	(1,565)	1,565		yet
2016 Highway Projects	829,400	829,400	(347,944)	1,177,344	142.0%	Construction "season" has not begun
Aging Resource Center	659,795	327,766	115,631	212,135	64.7%	ledger updated semi-annually
Grand Total	84,139,096	20,449,398	21,940,887	(1,491,489)	-7.3%	

BROWN COUNTY TURNOVER REPORT
March-16

	HIRE	STATUS	POSITION	DEPT
1	3/7/16	FT	Housekeeper	Airport
2	3/1/16	FT	Child Support Clerk	Child Support
3	3/9/16	FT	Law Clerk	Circuit Courts
4	3/7/16	LTE	Bailiff	Circuit Courts
5	3/17/16	On call	CNA	CTC
6	3/17/16	On call	CNA	CTC
7	3/17/16	On call	CNA	CTC
8	3/17/16	PT-20%	CNA	CTC
9	3/17/16	PT-75%	Food Service Worker	CTC
10	3/17/16	PT-25%	Food Service Worker	CTC
11	3/17/16	On call	Food Service Worker	CTC
12	3/17/16	On call	CNA	CTC
13	3/14/16	On call	LPN	CTC
14	3/29/16	PT-80%	Account Clerk 1	CTC
15	3/31/16	On call	LPN	CTC
16	3/31/16	On call	CNA	CTC
17	3/23/16	FT	Deputy Executive	Executive
18	3/14/16	ST	Golf Course Maintenance	Golf course
19	3/14/16	FT	Public Health Nurse	Health Department
20	3/7/16	FT	Overpayment Specialist	Human Services
21	3/17/16	FT	Clinical Social Worker	Human Services
22	3/28/16	FT	Social Worker/Case Manager	Human Services
23	3/18/16	PT-53%	Library Service Associate	Library
24	3/24/16	ST	Adventure Park Guide	Park/Zoo
25	3/23/16	ST	Office Secretary	Parks
26	3/28/16	ST	Seasonal Park Worker	Parks
27	3/24/16	ST	Seasonal Park Worker	Parks
28	3/24/16	ST	Seasonal Park Worker	Parks
29	3/24/16	ST	Seasonal Park Worker	Parks
30	3/28/16	FT	Assistant Naturalist	Parks
31	3/26/16	ST	Adventure Park Guide	Parks
32	3/24/16	ST	Adventure Park Guide	Parks
33	3/27/16	ST	Adventure Park Guide	Parks
34	3/26/16	ST	Adventure Park Guide	Parks
35	3/31/16	St	Student Intern	Port
36	3/14/16	PT-50%	Housekeeper	Public Works-FM
37	3/7/16	FT	Highway Crew	Public Works-Highway
38	3/14/16	FT	Patrol Officer 6/3	Sheriff's
39	3/14/16	FT	Patrol Officer 6/3	Sheriff's
40	3/14/16	FT	Patrol Officer 6/3	Sheriff's
41	3/28/16	FT	Correctional Officer	Sheriff's
42	3/28/16	FT	Correctional Officer	Sheriff's
43	3/28/14	FT	Correctional Officer	Sheriff's
44	3/9/16	LTE	Substitute Teacher	Syble Hopp
45	3/21/16	ST	Horticulture Assistant-LTE	UW Extension
46	3/15/16	ST	Husbandry Assistant	Zoo

	TERM	STATUS	POSITION	DEPT	COMMENTS
1	3/12/16	On call	VR Food Service Worker	CTC	None Given
2	3/12/16	On call	VR CNA	CTC	Moving
3	3/18/16	80%	VR CNA	CTC	None Given
4	3/11/16	FT	VR Deputy Executive	Executive	None Given
5	3/18/16	FT	VR Health Director	Health Dept	None Given
6	3/18/16	FT	VR Public Health Nurse	Health Dept	Previous Job
7	3/11/16	FT	VR Employment Coordinator	Human Resources	New Job
8	3/4/16	FT	VR Advance Practice Nurse Prescriber	Human Services	None Given
9	3/19/16	FT	RT Library Services Associate	Library	Retirement
10	3/9/16	FT	VR Guest Services Coordinator	NEW Zoo	New Job
11	3/1/16	FT	RT Housekeeper Lead	Public Works-FM	Retirement
12	3/1/16	FT	VR Housekeeper	Public Works-FM	New Job
13	3/4/16	FT	RT Interim Operations Manager	Public Works-Hwy	Retirement
14	3/24/16	FT	VR Highway Crew	Public Works-Hwy	None Given
15	3/13/16	PT-40%	VR Youth Support Specialist	Shelter Care	None Given

	TRANS	STATUS	POSITION	DEPT	STATUS	POSITION	DEPT
1	3/14/16	FT	Child Support Clerk	Child Support	FT	Child Support Specialist-Enforce	Child Support
2	3/7/16	PT-80%	Deputy Clerk of Courts I	Clerk of Courts	FT	Dputy Clerk of Courts I	Clerk of Courts
3	3/13/16	PT-40%	CNA	CTC	FT	CNA	CTC
4	3/13/16	On call	CNA	CTC	PT-40%	CNA	CTC
5	3/13/16	On call	CNA	CTC	PT-40%	CNA	CTC
6	3/13/16	On call	CNA	CTC	PT-40%	CNA	CTC
7	3/14/16	FT	Legal Asst I	District Attorney	FT	Court Coordinator	Clerk of Courts
8	3/28/16	FT	Social Worker/Case Manager	Human Services	FT	Social Worker Supervisor	Human Services
9	3/28/16	FT	Social Worker/Case Manager	Human Services	FT	Social Worker/Case Manager	Human Services
10	3/1/16	FT	Administrative Secretary	Planning & Land Services	FT	Central Services Specialist	Planning & Land Services
11	3/14/16	FT	Survey Crew Chief	Planning & Land Services	FT	Property Analyst	Planning & Land Services
12	3/14/16	FT	Lieutenant	Sheriff's	FT	Captain	Sheriff's
13	3/28/16	FT	Patrol Officer 6/3	Sheriff's	FT	Sergeant 6/3	Sheriff's
14	3/28/16	FT	Sergeant	Sheriff's	FT	Lieutenant	Sheriff's (Equivelant Transfer)

HUMAN RESOURCES DEPARTMENT



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DIRECTOR

May 3, 2016

Committee Meeting Date: May 9, 2016

TO: Executive Committee
FROM: Brittany Zaehring
SUBJECT: April Human Resources Report

Below is a summary of recent activities in the Human Resources Department.

Recruitment

The Human Resources Department is managing two Director level recruitments--Health Director and Corporation Counsel. We are focused on expanding our postings for these two positions beyond NEOGOV and their associated sites. The Department will seek to use additional targeted recruitment efforts as a strategy to attract talent to the County across the board in the future.

Budget

HR began meetings with Administration to determine some preliminary numbers for Worker's Compensation, Unemployment, and Short Term Disability for the 2017 budget. Budget meetings are scheduled to continue to refine these numbers so that other departments may plan their budget submissions.

Classification & Compensation Plan

As directed at the March Executive Committee meeting, Human Resources finalized an RFP for a classification and compensation review. RFP questions are due on May 5th, responses to questions are due May 9th, and final proposals are due May 16, 2016 at 3:00 PM.

Policies and Procedures

The Human Resources Department has completed an initial draft gap analysis of the County's Human Resources policies, procedures, and practices. Our goal is to align our governing and operational documents with current best practices for human resources. We are now researching areas where we have identified gaps or concerns and formulating suggested revisions. We have also formed work groups to look at our workflow processes with the goal of recommending efficiencies and increasing productivity within the department.

Overtime

The final proposed Department of Labor (DOL) regulations recommending revision to the Fair Labor Standards Act regulations were sent to the Office of Management and Budget (OMB) in March. The proposed rules recommend setting the salary threshold for exempt employees at \$50,440, up from the current \$23,660 annually. In April we learned that the DOL is now

proposing to lower that salary threshold to \$47,000 (still an increase from \$23,660). The shift does lower the number of County employees who may be newly eligible for overtime; however the proposed changes still allow for the salary level threshold to rise and be adjusted for inflation in the future. The proposed changes could possibly take effect within 60 days of OMB's review, which could take as long as several months or a few short weeks. Administration and Human Resources continue to run reports to determine what impact the proposed changes may have on the County budget and employee classifications.

Payroll

Until recently, Brown County had three separate pay groups, each with different pay periods and check dates. This primarily evolved as some departments were not able to transition from paper timecards to electronic timecards. A steering committee made up of representatives from Human Resources, Administration and Technology Services has been working on combining all pay groups into one and giving all departments the capability to use electronic timecards in Kronos, our timekeeping system. The pay group which included the County Board Supervisors, Corrections and Library was consolidated in April and now there are only two pay groups.

Payroll has started work to integrate the Sheriff's Department onto the Kronos timekeeping system which when completed will allow the County to have one pay group. Due to the complexity of the department's business rules, we have requested the assistance of corporate Kronos representatives to help with the implementation and transition.

The Sheriff's Non-Supervisory agreement was finalized and the County paid retroactive salary increases to those employees for FY 2015 and 2016.

Safety

For the month of April, Brown County received 18 safety incidents reports. Unfortunately, 13 of those incidents required medical treatment.

Cc: Troy Streckenbach, County Executive

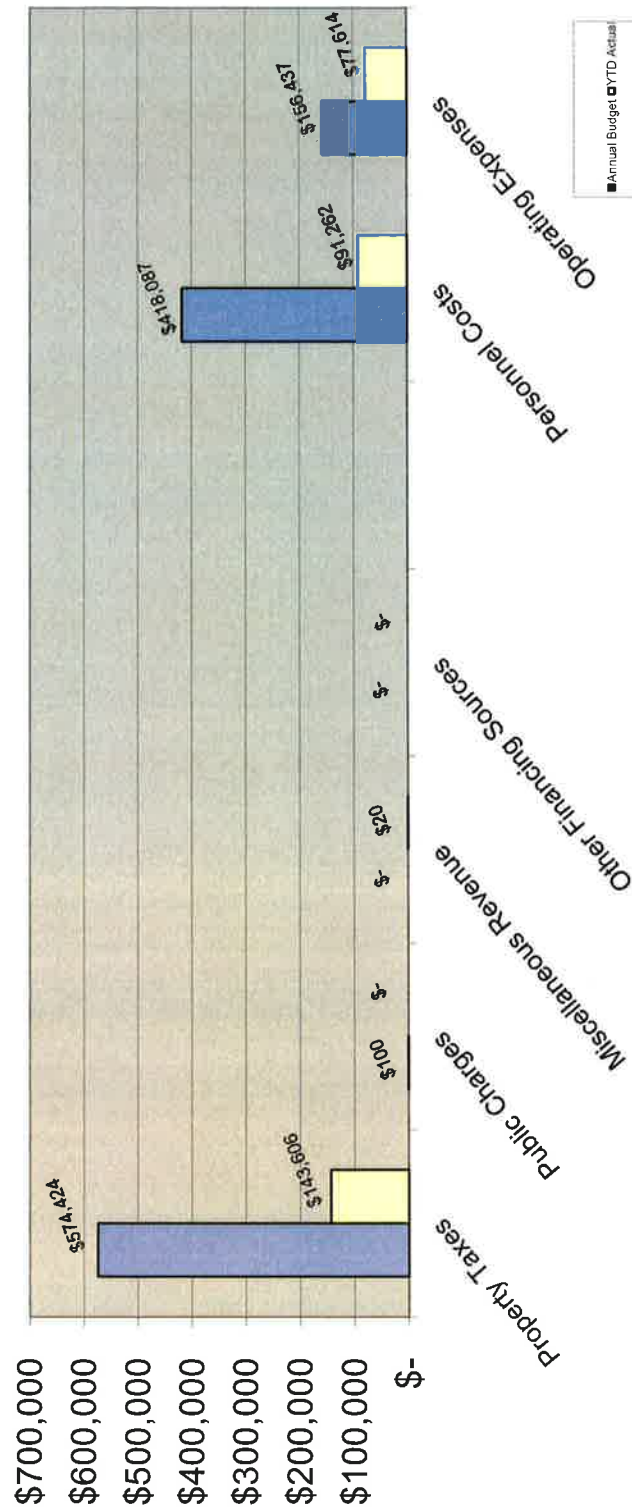
Brown County Board of Supervisors
Internal Audit
Budget Status Report (Unaudited)
03/31/16

	Annual Budget	YTD Actual	YTD Percentage	Comments
Property Taxes	\$ 574,424	\$ 143,606	25.0%	
Public Charges	\$ 100	\$ -	0.0%	
Miscellaneous Revenue	\$ -	\$ 20	#DIV/0!	
Other Financing Sources	\$ -	\$ -	#DIV/0!	
Personnel Costs	\$ 418,087	\$ 91,262	21.8%	
Operating Expenses	\$ 156,437	\$ 77,614	49.6%	(1)

Comments:

(1) Operating Expenses - Significant expenditures incurred year-to-date (YTD Actual) include: annual dues and membership fees paid to WCA (\$27,708) and NACo (\$4,960), audit fees paid to Schenck (\$29,000) and 13 iPad's purchased for County Board Supervisors/Office Staff (\$7,540). Also, unanticipated envelope purchases (\$664) will have a significant impact on department's 2016 overall Office Supply budget (\$1,000).

Board of Supervisors - March 31, 2016





Budget by Account Classification Report

Through 03/31/16
Prior Fiscal Year Activity Included
Detail Listing

Account Fund	100 - GF	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
REVENUE												
Property taxes												
4100		General property taxes	574,424.00	.00	574,424.00	47,868.67	.00	.00	143,606.01	430,817.99	25	551,908.00
		Property taxes Totals	\$574,424.00	\$0.00	\$574,424.00	\$47,868.67	\$0.00	\$0.00	\$143,606.01	\$430,817.99	25%	\$551,908.00
Public Charges												
4601		Sales	100.00	.00	100.00	.00	.00	.00	100.00	0		116.87
		Public Charges Totals	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00	0%	\$116.87
Miscellaneous Revenue												
4900		Miscellaneous	.00	.00	.00	2.75	.00	.00	20.00	(20.00)	+++	.00
4901		Donations	.00	.00	.00	.00	.00	.00	.00	.00	+++	450.00
		Miscellaneous Revenue Totals	\$0.00	\$0.00	\$0.00	\$2.75	\$0.00	\$0.00	\$20.00	(\$20.00)	+++	\$450.00
Other Financing Sources												
9000		Carryover	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
9002		Transfer in	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
9002.200		Transfer in HR	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
9004		Intrafund Transfer In	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
		Other Financing Sources Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
		REVENUE TOTALS	\$574,524.00	\$0.00	\$574,524.00	\$47,871.42	\$0.00	\$143,626.01	\$430,897.99	\$430,897.99	25%	\$552,474.87
EXPENSE												
Personnel Costs												
5100		Regular earnings	344,333.00	.00	344,333.00	25,682.25	.00	.00	69,126.74	275,206.26	20	330,249.34
5100.998		Regular earnings Budget only	2,618.00	.00	2,618.00	.00	.00	.00	.00	2,618.00	0	.00
5102		Paid leave earnings	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5102.100		Paid leave earnings Paid Leave	.00	.00	.00	980.62	.00	.00	2,687.40	(2,687.40)	+++	8,662.00
5102.200		Paid leave earnings Personal	.00	.00	.00	.00	.00	.00	456.96	(456.96)	+++	2,031.03
5102.300		Paid leave earnings Casual	.00	.00	.00	.00	.00	.00	.00	.00	+++	2,541.88
5102.400		Paid leave earnings Sick	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5102.500		Paid leave earnings Holiday	.00	.00	.00	.00	.00	.00	517.90	(517.90)	+++	4,062.00
5102.600		Paid leave earnings Other (funeral, jury duty, etc)	.00	.00	.00	.00	.00	.00	762.00	(762.00)	+++	147.88
5102.999		Paid leave earnings Accrual	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5103		Premium	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5103.000		Premium Overtime	1,000.00	.00	1,000.00	.00	.00	.00	224.66	775.34	22	371.43
5103.100		Premium Comp time	.00	.00	.00	.00	.00	.00	.00	.00	+++	1,011.97
5103.200		Premium Shift differential	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5103.300		Premium Holiday	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5109.100		Salaries reimbursement Short term disability	.00	.00	.00	.00	.00	.00	.00	.00	+++	(2,218.25)
5110		Fringe benefits	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5110.100		Fringe benefits FICA	25,381.00	.00	25,381.00	1,976.32	.00	.00	5,460.67	19,920.33	22	25,955.92
5110.110		Fringe benefits Unemployment compensation	334.00	.00	334.00	34.90	.00	.00	101.53	232.47	30	432.45
5110.199		Fringe benefits Back pay fringe	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00

23b



Budget by Account Classification Report

Through 03/31/16
Prior Fiscal Year Activity Included
Detail Listing

Account: Fund 100 - GF	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
EXPENSE										
Personnel Costs										
5110.200	Fringe benefits Health Insurance	27,532.00	.00	27,532.00	2,432.48	.00	8,513.68	19,018.32	31	29,189.76
5110.210	Fringe benefits Dental Insurance	2,402.00	.00	2,402.00	206.48	.00	722.68	1,679.32	30	2,401.44
5110.220	Fringe benefits Life Insurance	2,688.00	.00	2,688.00	27.98	.00	84.48	2,603.52	3	307.92
5110.230	Fringe benefits LT disability insurance	503.00	.00	503.00	42.69	.00	128.07	374.93	25	490.14
5110.235	Fringe benefits Disability Insurance	1,299.00	.00	1,299.00	108.00	.00	324.00	975.00	25	880.00
5110.240	Fringe benefits Workers compensation insurance	516.00	.00	516.00	43.00	.00	129.00	387.00	25	378.00
5110.300	Fringe benefits Retirement	9,083.00	.00	9,083.00	684.67	.00	2,021.93	7,061.07	22	8,946.25
5110.310	Fringe benefits Retirement credit	.00	.00	.00	.00	.00	.00	.00	+++	.00
5198	Fringe benefits - Budget only	398.00	.00	398.00	.00	.00	.00	398.00	0	.00
Personnel Costs Totals		\$418,087.00	\$0.00	\$418,087.00	\$32,219.39	\$0.00	\$91,261.70	\$326,825.30	22%	\$415,841.16
Operating Expenses										
5300	Supplies	.00	.00	.00	(81.30)	.00	.00	.00	+++	28.16
5300.001	Supplies Office	1,000.00	.00	1,000.00	53.52	.00	1,051.08	(51.08)	105	824.30
5300.003	Supplies Technology	14,000.00	.00	14,000.00	7,540.00	.00	7,540.00	6,460.00	54	.00
5300.004	Supplies Postage	2,900.00	.00	2,900.00	365.70	.00	733.80	2,166.20	25	3,063.89
5303	Copy expense	.00	.00	.00	.00	.00	.00	.00	+++	.00
5304	Printing	.00	.00	.00	.00	.00	.00	.00	+++	.00
5305	Dues and memberships	32,798.00	.00	32,798.00	.00	.00	32,668.00	130.00	100	32,778.00
5308.100	Vehicle/equipment Gas, oil, etc.	.00	.00	.00	.00	.00	.00	.00	+++	.00
5310	Advertising and public notice	.00	.00	.00	.00	.00	.00	.00	+++	.00
5330	Books, periodicals, subscription	.00	.00	.00	.00	.00	.00	.00	+++	.00
5335	Software/Licenses	.00	.00	.00	.00	.00	.00	.00	+++	.00
5340	Travel and training	3,000.00	.00	3,000.00	(28.50)	.00	.00	3,000.00	0	2,831.86
5365	Special events	1,000.00	.00	1,000.00	.00	.00	121.10	878.90	12	848.31
5367	Wellness	.00	.00	.00	.00	.00	.00	.00	+++	.00
5390	Miscellaneous	.00	.00	.00	.00	.00	.00	.00	+++	.00
5393	Ethics board	.00	.00	.00	.00	.00	.00	.00	+++	.00
5505	Telephone	.00	.00	.00	.00	.00	.00	.00	+++	.00
5505.100	Telephone cell	.00	.00	.00	.00	.00	.00	.00	+++	.00
5601.100	Intra-county expense Technology services	12,720.00	.00	12,720.00	739.72	.00	5,238.41	7,481.59	41	10,759.93
5601.200	Intra-county expense Insurance	881.00	.00	881.00	73.00	.00	219.00	662.00	25	973.00
5601.400	Intra-county expense Copy center	4,300.00	.00	4,300.00	178.20	.00	186.20	4,113.80	4	2,468.89
5601.450	Intra-county expense Departmental copiers	2,552.00	.00	2,552.00	212.67	.00	638.01	1,913.99	25	845.00
5601.550	Intra-county expense Document center	286.00	.00	286.00	19.99	.00	72.28	213.72	25	115.82
5700	Contracted services	2,500.00	.00	2,500.00	.00	.00	146.25	2,353.75	6	285.00
5706	Temporary replacement help	.00	.00	.00	.00	.00	.00	.00	+++	.00
5708	Professional services	.00	.00	.00	.00	.00	.00	.00	+++	.00
5714	Accounting and auditing	78,500.00	.00	78,500.00	.00	.00	29,000.00	49,500.00	37	77,300.00

23b



Budget by Account Classification Report

Through 03/31/16
Prior Fiscal Year Activity Included
Detail Listing

Account	Account Description	Adopted Budget	Amendments	Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 100 - GF										
EXPENSE										
Operating Expenses										
5716.100	Legal services Chargebacks	.00	.00	.00	.00	.00	.00	.00	+++	.00
		\$156,437.00	\$0.00	\$156,437.00	\$9,073.00	\$0.00	\$77,614.13	\$78,822.87	50%	\$133,122.16
	Operating Expenses Totals	\$574,524.00	\$0.00	\$574,524.00	\$41,292.39	\$0.00	\$168,875.83	\$405,648.17	29%	\$548,963.32
Fund 100 - GF Totals										
		\$0.00	\$0.00	\$0.00	\$6,579.03	\$0.00	(\$25,249.82)	\$25,249.82		\$3,511.55
Grand Totals										
		\$574,524.00	.00	\$574,524.00	47,871.42	.00	143,626.01	430,897.99	25	552,474.87
		\$574,524.00	.00	\$574,524.00	41,292.39	.00	168,875.83	405,648.17	29	548,963.32
		\$0.00	\$0.00	\$0.00	\$6,579.03	\$0.00	(\$25,249.82)	\$25,249.82		\$3,511.55

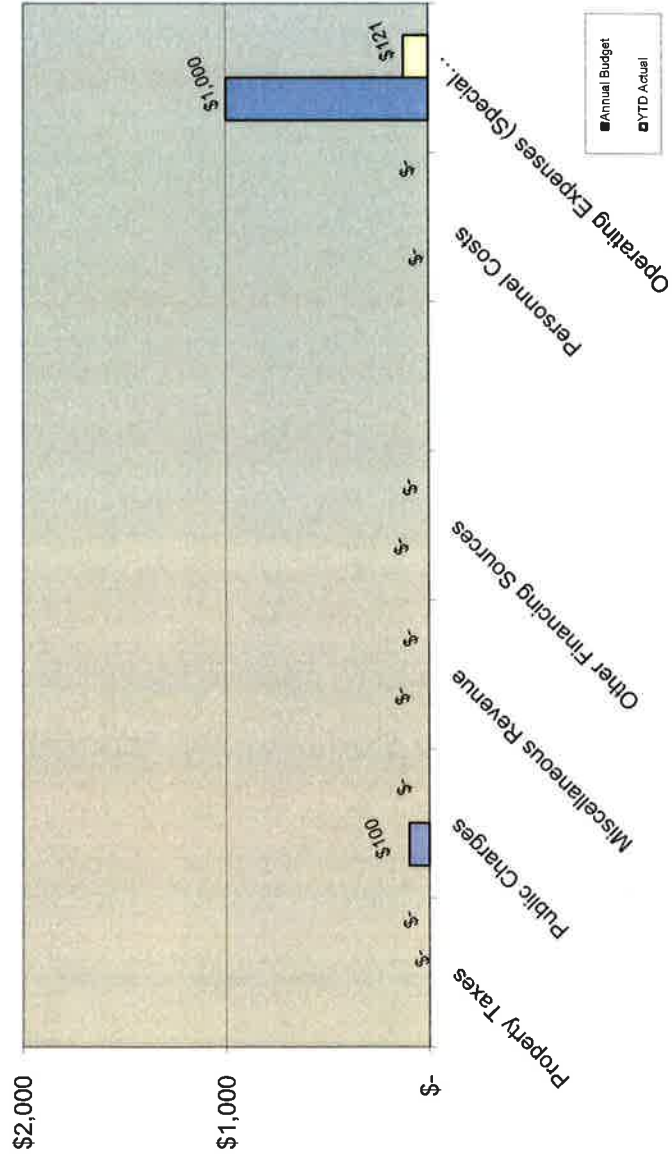
Brown County Board of Supervisors (Veterans' Recognition Subcommittee)
Internal Audit

Budget Status Report (Unaudited)
03/31/16

	Annual Budget	YTD Actual	YTD Percentage	Comments:
Property Taxes	\$ -	\$ -	-	
Public Charges	\$ 100	\$ -	0.0%	
Miscellaneous Revenue	\$ -	\$ -	#DIV/0!	
Other Financing Sources	\$ -	\$ -	-	
Personnel Costs	\$ -	\$ -	-	
Operating Expenses (Special Events)	\$ 1,000	\$ 121	12.1%	

Comments:

Board of Supervisors
(Veterans' Recognition Subcommittee)
March 31, 2016



BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET
P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

Phone (920) 448-4014 Fax (920) 448-6221

E-mail: process_dj@co.brown.wi.us

DAN PROCESS
INTERNAL AUDITOR

Date: May 2, 2016

To: Executive Committee

From: Dan Process, Internal Auditor

Re: Monthly Status Update (April 1 – April 30, 2016)

Listed below is a summary of the projects, duties and other miscellaneous activities completed or in-progress for the period indicated.

1. Projects
 - a. In-progress: Monetary Receipts, Disbursements and Deposits Review – Treasurer
 - b. In-progress: Assist the Clerk of Courts in the review of related revenue and expense accounts
 - c. In-progress: Monetary Receipts, Disbursements and Deposits Review – Register in Probate
 - d. In-progress: Collection and review of the 2016 1st quarter Departmental Budget Status Reports/Financial Results
2. Standard Monthly Duties
 - a. Review of the County Board's monthly financial statements (March 2016)
 - b. Review of the Clerk of Courts monthly bank reconciliation
 - c. Preparation and review of the monthly Bills over \$5,000 Report
3. Other Miscellaneous Activities
 - a. Inquiries/Questions from Board Supervisor's/Department Head's

If you have any questions regarding this information, please contact me at your convenience.

Thank you.

23d

LIST OF 2012 IN REM PROPERTIES - DEFAULT

ITEM	PARCEL	PREVIOUS OWNER NAME	PARCEL ADDRESS
39	HB-347-A	Ambrosius Donald J Estate of	Orlando Dr CTH EE
56	M-147	Newe Deal LLC	3195 Mill Rd
65	R-8-1	Dhooge Edward Revocable Trust	Old Martin Rd
75	SU-2496	Richwill LLC c/o Richard Robokof	Luxury Dr
108	1-20-1	Javier H Inca	1070 Roscoe St
127	14-997	Javier Hugo & Gloria M Inca	1130 Stuart St
133	18-31	Ann J Vandenplas	821 Shea Av.
134	18-49	Rodney K Schroeder	Gallagher Av
135	18-50	Rodney K Schroeder	Gallagher Av
136	18-51	Rodney K Schroeder	Gallagher Av
137	18-52	Rodney K Schroeder	Gallagher Av
143	19-141-A	Lori A Olson	435 Newhall St
144	19-273	Nicole A Phillips	235 Newhall St
150	20-64	Harbour Portfolio VII LP	1151 Reber St
151	20-162	Joseph S Grib 2008-2014	1019 Berner St
176	3-12	Big Valley Properties LLC	1064 Shawano Av
179	3-1175-R	Michael J (DECEASED)&	223 S Buchanan St
184	5-330	Earl T & Rene L Jorgensen	1004 Dousman St
200	6-469	Javier H & Gloria M Inca	901 Irvington St
217	8-279	John Lerch	313 St George St